



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 106

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : RE-ANNOUNCEMENT OF VACANT POSITION FOR RELATED-TEACHING POSITION

Date : April 02, 2025

This Office re-announces the acceptance of applications for related-teaching position in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
EDUCATION PROGRAM SPECIALIST II	Bachelor's degree in Education or its equivalent	2 years experience in education, research development, implementation or other relevant experience	4 hours relevant training	PBET; Teacher Career Service (Professional); RA 1080; Appropriate Eligibility for Second Level Position

Plantilla Item No.: OSEC-DECSB-EPS2-750106-2014

SG: 16

Monthly Salary: ₱ 43,560.00

No. of Vacancy/ies: 1

Place of Assignment: SCHOOL GOVERNANCE AND OPERATIONS DIVISION
(SCHOOL MOBILIZATION AND NETWORKING)



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396

JOB SUMMARY:

To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to **DIVISION OFFICE – RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Rating;
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees,;
- f. Photocopy of Certificate/s of Training;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
- h. Photocopy of latest appointment;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C* or you may download the file on this link: (<https://bit.ly/ChecklistOmnibusVer2>), **notarized by the authorized official**; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and
- l. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic google form upon submission of application documents. Please access this link: <https://bit.ly/DepEdDCApply>.



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All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) does not exclude them from the pool of official applicants.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. No. 007, series of 2023** (see attached **Enclosure No. 4 to D.O. No. 007, s. 2023**). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

Original copy of documents must be presented during the conduct of evaluation of documents, thus, only those submitted documents will be given corresponding points.

The deadline for the submission of the applications for interested applicants to Division Office – Records Section is on **April 12, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
April 02, 2025-April 12, 2025	Submission of application documents	Applicants Records Section	Face-to-Face
April 14, 2025	Forwarding the transmittal of all application documents to HRMO for pre-assessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to-Face
April 15, 2025-April 30, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
May 02, 2025	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



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May 02, 2025- May 06, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
May 07, 2025-May 08, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of the
Schools Division Superintendent
MELANIE P. ESTACIO, PhD, CESO VI

MARIA GENEVIEVE T. FRANCISQUETE
Assistant Schools Division Superintendent
Officer-In-Charge

OSDS/ADMIN/HR/bpp

Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: APR 02 2025 TIME: 2:11 PM

BY: _____



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Resolution No. 4 to Draft Order No. 007, s. 2023
CRITERIA AND POINT SYSTEMS FOR EXAMS AND PROMOTION TO RELATED-TEACHING POSITIONS

- The assessment for related-teaching positions shall be based on the following criteria:
 - Education:** units and/or degree relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSC.
 - Training:** hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QP, except for positions where the minimum qualification requirements are defined in the CSC-approved QP.
 - Experience:** relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QP.
 - Performance:** relevant to the position to be filled, based on the 12 best or 12 months performance in the current or previous job or position.
 - Outstanding Accomplishments:**
 - Outstanding accomplishments in the current or previous job or position.
 - Application of knowledge acquired after the last promotion.
 - Application of training and development (ADP) acquired after the last promotion and
 - Previous relevant work or other evaluation assessments.
- The point system for evaluation assessment is detailed in Table 1. The point system shall vary based on the level and salary range of the position. Points assigned to specific criteria that are more relevant to the position to be filled.

Table 1. Point System for Related-Teaching Positions

Criteria	100-110 Salary Range	110-120 Salary Range	120-130 Salary Range	130-140 Salary Range	140-150 Salary Range
1. Education	10	10	10	10	10
2. Training	10	10	10	10	10
3. Experience	10	10	10	10	10
4. Performance	10	10	10	10	10
5. Outstanding Accomplishments	10	10	10	10	10
6. Application of Knowledge	10	10	10	10	10
7. Personal History Data	10	10	10	10	10
8. Other Work-Related Data	10	10	10	10	10
Total	100	100	100	100	100

Table 2.4. Increments Table - Education

Increment Level	From	To	Range
1	100	105	100-105
2	105	110	105-110
3	110	115	110-115
4	115	120	115-120
5	120	125	120-125
6	125	130	125-130
7	130	135	130-135
8	135	140	135-140
9	140	145	140-145
10	145	150	145-150
11	150	155	150-155
12	155	160	155-160
13	160	165	160-165
14	165	170	165-170
15	170	175	170-175
16	175	180	175-180
17	180	185	180-185
18	185	190	185-190
19	190	195	190-195
20	195	200	195-200
21	200	205	200-205
22	205	210	205-210
23	210	215	210-215
24	215	220	215-220
25	220	225	220-225
26	225	230	225-230
27	230	235	230-235
28	235	240	235-240
29	240	245	240-245
30	245	250	245-250
31	250	255	250-255
32	255	260	255-260
33	260	265	260-265
34	265	270	265-270
35	270	275	270-275
36	275	280	275-280
37	280	285	280-285
38	285	290	285-290
39	290	295	290-295
40	295	300	295-300
41	300	305	300-305
42	305	310	305-310
43	310	315	310-315
44	315	320	315-320
45	320	325	320-325
46	325	330	325-330
47	330	335	330-335
48	335	340	335-340
49	340	345	340-345
50	345	350	345-350
51	350	355	350-355
52	355	360	355-360
53	360	365	360-365
54	365	370	365-370
55	370	375	370-375
56	375	380	375-380
57	380	385	380-385
58	385	390	385-390
59	390	395	390-395
60	395	400	395-400
61	400	405	400-405
62	405	410	405-410
63	410	415	410-415
64	415	420	415-420
65	420	425	420-425
66	425	430	425-430
67	430	435	430-435
68	435	440	435-440
69	440	445	440-445
70	445	450	445-450
71	450	455	450-455
72	455	460	455-460
73	460	465	460-465
74	465	470	465-470
75	470	475	470-475
76	475	480	475-480
77	480	485	480-485
78	485	490	485-490
79	490	495	490-495
80	495	500	495-500
81	500	505	500-505
82	505	510	505-510
83	510	515	510-515
84	515	520	515-520
85	520	525	520-525
86	525	530	525-530
87	530	535	530-535
88	535	540	535-540
89	540	545	540-545
90	545	550	545-550
91	550	555	550-555
92	555	560	555-560
93	560	565	560-565
94	565	570	565-570
95	570	575	570-575
96	575	580	575-580
97	580	585	580-585
98	585	590	585-590
99	590	595	590-595
100	595	600	595-600

Table 2.5. Increments Table - Training

Increment Level	From	To	Range
1	100	105	100-105
2	105	110	105-110
3	110	115	110-115
4	115	120	115-120
5	120	125	120-125
6	125	130	125-130
7	130	135	130-135
8	135	140	135-140
9	140	145	140-145
10	145	150	145-150
11	150	155	150-155
12	155	160	155-160
13	160	165	160-165
14	165	170	165-170
15	170	175	170-175
16	175	180	175-180
17	180	185	180-185
18	185	190	185-190
19	190	195	190-195
20	195	200	195-200
21	200	205	200-205
22	205	210	205-210
23	210	215	210-215
24	215	220	215-220
25	220	225	220-225
26	225	230	225-230
27	230	235	230-235
28	235	240	235-240
29	240	245	240-245
30	245	250	245-250
31	250	255	250-255
32	255	260	255-260
33	260	265	260-265
34	265	270	265-270
35	270	275	270-275
36	275	280	275-280
37	280	285	280-285
38	285	290	285-290
39	290	295	290-295
40	295	300	295-300
41	300	305	300-305
42	305	310	305-310
43	310	315	310-315
44	315	320	315-320
45	320	325	320-325
46	325	330	325-330
47	330	335	330-335
48	335	340	335-340
49	340	345	340-345
50	345	350	345-350
51	350	355	350-355
52	355	360	355-360
53	360	365	360-365
54	365	370	365-370
55	370	375	370-375
56	375	380	375-380
57	380	385	380-385
58	385	390	385-390
59	390	395	390-395
60	395	400	395-400
61	400	405	400-405
62	405	410	405-410
63	410	415	410-415
64	415	420	415-420
65	420	425	420-425
66	425	430	425-430
67	430	435	430-435
68	435	440	435-440
69	440	445	440-445
70	445	450	445-450
71	450	455	450-455
72	455	460	455-460
73	460	465	460-465
74	465	470	465-470
75	470	475	470-475
76	475	480	475-480
77	480	485	480-485
78	485	490	485-490
79	490	495	490-495
80	495	500	495-500
81	500	505	500-505
82	505	510	505-510
83	510	515	510-515
84	515	520	515-520
85	520	525	520-525
86	525	530	525-530
87	530	535	530-535
88	535	540	535-540
89	540	545	540-545
90	545	550	545-550
91	550	555	550-555
92	555	560	555-560
93	560	565	560-565
94	565	570	565-570
95	570	575	570-575
96	575	580	575-580
97	580	585	580-585
98	585	590	585-590
99	590	595	590-595
100	595	600	595-600

Table 2.6. Increments Table - Experience

Increment Level	From	To	Range
1	100	105	100-105
2	105	110	105-110
3	110	115	110-115
4	115	120	115-120
5	120	125	120-125
6	125	130	125-130
7	130	135	130-135
8	135	140	135-140
9	140	145	140-145
10	145	150	145-150
11	150	155	150-155
12	155	160	155-160
13	160	165	160-165
14	165	170	165-170
15	170	175	170-175
16	175	180	175-180
17	180	185	180-185
18	185	190	185-190
19	190	195	190-195
20	195	200	195-200
21	200	205	200-205
22	205	210	205-210
23	210	215	210-215
24	215	220	215-220
25	220	225	220-225
26	225	230	225-230
27	230	235	230-235
28	235	240	235-240
29	240	245	240-245
30	245	250	245-250
31	250	255	250-255
32	255	260	

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet			
c. Photocopy of valid and updated PRC License/ID			
d. Photocopy of Certificate of Eligibility/Report of Rating			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees			
f. Photocopy of Certificate/s of Training			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record			
h. Photocopy of latest appointment			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			
l. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.