



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 107

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 : ANNOUNCEMENT OF VACANT POSITION FOR SCHOOL PRINCIPAL POSITION

Date : April 02, 2025

This Office announces the acceptance of applications for School Principal position in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS				
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
SCHOOL PRINCIPAL I (ELEMENTARY GRADES)	Bachelor's degree in Elementary Education (BEED); or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	LET/PBET/ R.A.1080 (Teacher)	National Qualifying Examination for School Heads (NQESH) Passer
Plantilla Item No.: OSEC-DECSB-SP1-750203-2010 SG: 19					



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

Monthly Salary: ₱ 56,390.00

No. of Vacancy/ies: 1

Place of Assignment: ELEMENTARY EDUCATION

JOB SUMMARY: Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.

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 the **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
1. 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



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submission of application documents. Please access this link: <https://bit.ly/DepEdDCApply>.

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. 3 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.depeddigocity.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 the 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

Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: APR 02 2025 TIME: 2:34 PM
BY: [Signature]

OSDS/ADMIN /HR/ bpp



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CRITERIA AND POINT SYSTEMS FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS

- 1. The assessment for School Administration positions shall be based on the following criteria:
a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
b. Training units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position;
d. Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position;
e. Outstanding accomplishments acquired after the last promotion;
f. Application of Education acquired after the last promotion;
g. Application of Learning and Development acquired after the last promotion;
h. Potential measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1.

Table 1. Point System for Evaluative Assessment School Administration Positions

Table with 2 columns: Criteria and Base Values of Points. Rows include Education (10), Training (10), Experience (10), Outstanding Accomplishments (20), Application of Education (10), Application of Learning and Development (10), Potential (Written Exam, BEI) (15), Total (100).

Table 3. Rubric for Completion of Points for Education, Training, and Experience

Table with 3 columns: Weight Allocation, Education, Training, and Experience. Rows include Education (10 points), Training (10 points), and Experience (10 points) with sub-rows for various units and degrees.

Illustrative example:
Vocational position, School Principals I (Secondary Schools) - RG 19
Qualification Standards per CSC-approved QS:
Bachelor's degree in Secondary Education or Bachelor's degree in Education with 42 hours of relevant training units.

The date of HRMSPS assessment/Open Ranking System: September 30, 2023

6. Based on the minimum QS of the position to be filled, the HRMSPS shall determine the baseline level for computing the points for ETE, using the increments Table as shown in Table 2.a, 2.b, and 2.c.

For purposes of determining the baseline level for Education, any professional or specialization units as may be required in the CSC-approved QS in addition to non-Education degree shall be considered equivalent to a Bachelor's degree in Education for the purpose of this rule.

Additional professional and specialization units taken to earn the equivalent Education degree (i.e., BEED, BEED, BEED) shall not correspond to units towards the completion of a Master's degree.

b. After determining the baseline level, the HRMSPS shall compare for the applicant the actual qualification level and the corresponding level of the applicant's actual qualification level and refer to the difference between the minimum (baseline) QS requirement of the position to be filled.

Rubric for Completion of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the rubric below. Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.a. Increments Table - Education

Table with 3 columns: Increment Level, Range, and Points. Rows 1-31 show increments from 1 to 31 with corresponding ranges and point values.

Table 2.b. Increment Table - Training

Table with 3 columns: Increment Level, Range, and Points. Rows 1-31 show increments from 1 to 31 with corresponding ranges and point values.

Table 2.c. Increment Table - Experience

Table with 3 columns: Increment Level, Range, and Points. Rows 1-31 show increments from 1 to 31 with corresponding ranges and point values.

After computing the number of increments from the minimum (baseline) QS, the applicant's actual qualification level shall be determined using Table 3 (Rubric for Completion of Points for Education, Training, and Experience).

Illustrative example:
Using the applicable rubric for the school administration, as shown in Table 3 and Table 2, the applicant's actual qualification level for the position of School Principal I, RG 19, is as follows:

Education: 10 points
Training: 10 points
Experience: 10 points
Total: 30 points

d. Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.

e. The following general guidelines shall be observed in giving corresponding points to relevant education, training and experience qualifications:

Table with 3 columns: Education, Training, and Experience. Rows list various qualifications and their corresponding point values.

- I. Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis, provided that the applicant provides a list of all units and degrees completed and/or earned; provided further that the applicant's cumulative units and/or degrees are not considered "master's units and/or degrees for purposes of earning points, except for positions that involve practice of profession covered by these rules.
- II. Candidates with the problem of the CBC ORA/ORA, units and/or degrees of Doctor of Medicine from a CBCD-recognized institution may be considered "master's units and/or degrees for purposes of earning points, except for positions that involve practice of profession covered by these rules.
- III. Candidates with Legal Education Board (LEB) Resolution No. 400, a degree earned from law schools recognized or approved by the LEB and its predecessor regulatory agencies shall be considered as academic qualifications for purposes of earning points, except for positions that involve practice of profession covered by the rules permitting the use of subject to further disciplinary guidelines as may be provided by the rules.
- IV. Behavior training hours earned from digital/virtual/culture learning programs shall be considered as equivalent to behavior training hours earned from face-to-face instruction. Candidates shall submit a certificate of completion from the provider of the program to the Office of Human Resources for verification.
- V. Behavior training hours earned from face-to-face work of at least four (4) hours per day may be considered, provided that the appropriate certificate of completion is submitted with details on the actual number of days and hours of training. Candidates shall submit a certificate of completion from the provider of the program to the Office of Human Resources for verification.
- VI. Behavior training hours earned from part-time work of at least four (4) hours per day may be considered, provided that the appropriate certificate of completion is submitted with details on the actual number of days and hours of training. Candidates shall submit a certificate of completion from the provider of the program to the Office of Human Resources for verification.
- VII. Behavior training hours earned from part-time work of at least four (4) hours per day may be considered, provided that the appropriate certificate of completion is submitted with details on the actual number of days and hours of training. Candidates shall submit a certificate of completion from the provider of the program to the Office of Human Resources for verification.
- VIII. Behavior training hours earned from part-time work of at least four (4) hours per day may be considered, provided that the appropriate certificate of completion is submitted with details on the actual number of days and hours of training. Candidates shall submit a certificate of completion from the provider of the program to the Office of Human Resources for verification.
- IX. Behavior training hours earned from part-time work of at least four (4) hours per day may be considered, provided that the appropriate certificate of completion is submitted with details on the actual number of days and hours of training. Candidates shall submit a certificate of completion from the provider of the program to the Office of Human Resources for verification.
- X. Behavior training hours earned from part-time work of at least four (4) hours per day may be considered, provided that the appropriate certificate of completion is submitted with details on the actual number of days and hours of training. Candidates shall submit a certificate of completion from the provider of the program to the Office of Human Resources for verification.

4. Performance: Performance refers to the assessment of the candidate's skills and performance rating document or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.
5. Outstanding Accomplishments: Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions or discoveries that have resulted in significant improvements in the performance of the organization. The KBAs of the applicant's current or previous position. Outstanding accomplishments may have led to positive results in their workplace through innovation, productivity, production, improved working standards, and/or savings in government spending.

Table B. Components of Outstanding Accomplishments

Component	Points
Articles and Publications	1 point
Books and Monographs	2 points
Subject Matter Expertise / Membership in National Technical Working Groups (NTWG)	3 points
Resource Specialization / Learning Facilitation	3 points
Non-Technical Learning Initiatives	3 points

The points allocation in Table B shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Outstanding Accomplishments. Not all accomplishments as stipulated in Table B shall be given points for Outstanding Accomplishments as stipulated in Table B. Only those outstanding accomplishments acquired or earned after the last promotion shall be considered eligible to be given points.

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, MeritHub, National Economic Development Authority (NEDA), Department Academy of the Philippines (DAP), etc., shall be given maximum points in Outstanding Accomplishments (i.e., 10 points).

The details of each component of Outstanding Accomplishments, including the MCO's required and criteria for giving points, are as follows:

- a. Awards and Recognition: This may refer to outstanding employee awards and/or award as follows:
 - A. Outstanding Employee Award
 - B. Certificate of Recognition/Merit

Award	Points
Outstanding Employee Award	3 points
Certificate of Recognition/Merit	2 points
National Level Search or Higher	3 points
Local Office Search or Higher	2 points
Central Office Search	2 points
National Level Search or Higher	3 points
Local Office Search	2 points
National Level Search or Higher	3 points
Local Office Search	2 points
National Level Search or Higher	3 points
Local Office Search	2 points

Performance Rating	Points
5 - Outstanding	5 points
4 - Very Good	4 points
3 - Good	3 points
2 - Fair	2 points
1 - Needs Improvement	1 point

The performance rating required for internal applicants shall be the rating of the applicant's current or previous job or position that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to provide a performance rating for the last period prior to the date of assessment or screening shall be required, except for promotion from first to second level entry positions where the required performance rating is at least satisfactory (3).

As official or employee who is not a member of a union, the applicant shall be required to provide a performance rating for the last period prior to the date of assessment or screening shall be required, except for promotion from first to second level entry positions where the required performance rating is at least satisfactory (3).

As an official or employee who is a member of a union, the applicant shall be required to provide a performance rating for the last period prior to the date of assessment or screening shall be required, except for promotion from first to second level entry positions where the required performance rating is at least satisfactory (3).

The period an applicant is using the recommended position for purposes of promotion, if applicable.

The internal applicants whose performance is measured using a five-level adjacent performance rating scale, the midpoint value of the rating (Table 4) equivalent to the subjective rating shall be used as the applicant's performance rating for the last period prior to the date of assessment or screening shall be used for purposes of giving points for performance.

Table C. Components of Research and Innovation

Component	Points
Research and Innovation	2 points
Books and Monographs	3 points
Subject Matter Expertise / Membership in National Technical Working Groups (NTWG)	3 points
Resource Specialization / Learning Facilitation	3 points
Non-Technical Learning Initiatives	3 points

The points allocation in Table C shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Research and Innovation. Not all accomplishments as stipulated in Table C shall be given points for Research and Innovation as stipulated in Table C. Only those outstanding accomplishments acquired or earned after the last promotion shall be considered eligible to be given points.

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, MeritHub, National Economic Development Authority (NEDA), Department Academy of the Philippines (DAP), etc., shall be given maximum points in Research and Innovation (i.e., 10 points).

The details of each component of Research and Innovation, including the MCO's required and criteria for giving points, are as follows:

- a. Awards and Recognition: This may refer to outstanding employee awards and/or award as follows:
 - A. Outstanding Employee Award
 - B. Certificate of Recognition/Merit

Award	Points
Outstanding Employee Award	3 points
Certificate of Recognition/Merit	2 points
National Level Search or Higher	3 points
Local Office Search or Higher	2 points
Central Office Search	2 points
National Level Search or Higher	3 points
Local Office Search	2 points
National Level Search or Higher	3 points
Local Office Search	2 points

Performance Rating	Points
5 - Outstanding	5 points
4 - Very Good	4 points
3 - Good	3 points
2 - Fair	2 points
1 - Needs Improvement	1 point

The performance rating required for internal applicants shall be the rating of the applicant's current or previous job or position that is relevant to the position to be filled.

However, as a mandatory requirement, the applicant shall also be required to provide a performance rating for the last period prior to the date of assessment or screening shall be required, except for promotion from first to second level entry positions where the required performance rating is at least satisfactory (3).

As official or employee who is not a member of a union, the applicant shall be required to provide a performance rating for the last period prior to the date of assessment or screening shall be required, except for promotion from first to second level entry positions where the required performance rating is at least satisfactory (3).

As an official or employee who is a member of a union, the applicant shall be required to provide a performance rating for the last period prior to the date of assessment or screening shall be required, except for promotion from first to second level entry positions where the required performance rating is at least satisfactory (3).

The period an applicant is using the recommended position for purposes of promotion, if applicable.

The internal applicants whose performance is measured using a five-level adjacent performance rating scale, the midpoint value of the rating (Table 4) equivalent to the subjective rating shall be used as the applicant's performance rating for the last period prior to the date of assessment or screening shall be used for purposes of giving points for performance.

Table D. Components of Research and Innovation

Component	Points
Research and Innovation	2 points
Books and Monographs	3 points
Subject Matter Expertise / Membership in National Technical Working Groups (NTWG)	3 points
Resource Specialization / Learning Facilitation	3 points
Non-Technical Learning Initiatives	3 points

The points allocation in Table D shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are cumulative to determine the total points for Research and Innovation. Not all accomplishments as stipulated in Table D shall be given points for Research and Innovation as stipulated in Table D. Only those outstanding accomplishments acquired or earned after the last promotion shall be considered eligible to be given points.

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, MeritHub, National Economic Development Authority (NEDA), Department Academy of the Philippines (DAP), etc., shall be given maximum points in Research and Innovation (i.e., 10 points).

The details of each component of Research and Innovation, including the MCO's required and criteria for giving points, are as follows:

- a. Awards and Recognition: This may refer to outstanding employee awards and/or award as follows:
 - A. Outstanding Employee Award
 - B. Certificate of Recognition/Merit

Award	Points
Outstanding Employee Award	3 points
Certificate of Recognition/Merit	2 points
National Level Search or Higher	3 points
Local Office Search or Higher	2 points
Central Office Search	2 points
National Level Search or Higher	3 points
Local Office Search	2 points
National Level Search or Higher	3 points
Local Office Search	2 points

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.