

## Republic of the Philippines

## Department of Education

DIGOS CITY DIVISION

## Office of the Schools Division Superintendent

## **DIVISION MEMORANDUM**

OSDS-2025- 27

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 28, 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			S
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
EDUCATION PROGRAM SPECIALIST II	Bachelor's degree in Education or its equivalent	4 hours relevant training	2 years experience in education, research development, implementation or other relevant experience	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 **DIVISON 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 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 **May 08, 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 28, 2025-May 08, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
May 9, 2025	Forwarding the transmittal of all application documents to HRMO for preassessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to- Face
May 13, 2025-May 26, 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 27, 2025	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face



May 27, 2025- May 31, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
June 02, 2025 - June 03, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to- Face

This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired.

MELANIE P. ESTACIO, PhD, CESO VI Schools Division Superintendent

replied Schools Division of Digos City .



OSDS/ADMIN/HR/bpp



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Table 5 below enumerates the cresponents of Outstanding Accessplisher the corresponding maximum points for each management.

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The details of each component of Outstanding Accomplishments, including the MOVs required and ruleics for giving points, are as follows:

Asserts and Recognition. This may rely to scademic or micr-school awards, or nucleasing employee securis.

Page 13 of 18

The following MOVs and volution shall be used in determining points for Awards and Recognition.

A Avademic or Inter-school sward; or
 Certification or any document showing top-natching a Board Reamination; or
 C. Certificate or any document showing TOSP Award.

# At least two (2) exademic or inter-school Refer two (3) exademic or inter-school Secol (3) Exhibit Meaninghement or inter-school At least two (2) exademic or inter-school security

Outstanding Employee Assert. This shall apply to applicants with release work experience, or those applying to positions with experience and recommend.

A. Any terumor, menorundum or doctoners showing the Criteria for the Search; and
 Certificate of Scongomion/Merit.

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For itsulliple awards received from the state award giring body and/or award category that are constituted in series or progressive manner, only division, regional, national levels. Binilarly, only the highest award shall be given points in cases where applicants subtest suddiple awards from officeral award giving bodies.

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### b. Research and Inn

- A Preparal doily approved by the Head of Office or the designated Bresearch Cosmittee per DO No. 18, s. 2017

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  F. Proof of citation by other researchers (whice study/research, whether published or unpublished, is thewise approved by sutherstand body of the concept, of the designed in the measurch.

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For colleberative research studies/mouvations, the total points shall be divided by the manner of authors/secenthers indicated in the copyright page.

Brighet Matter Report / Membership in Shisianal TWGs or Committees. This shill apply to applicates who have been chosen and sequented to use their crebinal Swarbedge, skills, and superstance to descripe an output of their crebinal Swarbedge, as allowed a superstance to descripe an output of their crebinal swarbedge, and their crebinal swarbedge and their crebin

- or Committees;

  B. Certificate of Participation or Attendance; and
  C. Output/Adoption by the organization/DepEd

MOVe Submitted Points
ALL MOVe 3 points
Only A & B 2 points

d. Resource Speckership / Learning Pacilitation. This shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject uniter/a. This may include applicants who served as a Resource Speaker. Resource Person. Trainer, and/or

If the intervention made by the applicant does not meet the criteria to be findealist, then said intervention shall be considered and be given corresponding points unland for instruct for Mr Reference.

A. Action Plan approved by the Head of Office
 B. Accomplishment Report verifies by the Head of Office
 C. Certification of the utilization/ndoption signed by the Head of
Office

Learning Pacifitator in seminars, training programs, conferences, conveniese, congress, factors, learning action cells (LAC) acations, etc.

one of worthcarine (All listed MOVs shall be submitted)

- A. Insurance/Memoranduss/levitation/Training Matrix;
   B. Certificate of Percagnition/Merit/Commendation/Americalists duri.

  C. Siliki decie/s used and/ar Session guide/s.

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e. NEAP Accredited Learning Facilitation. This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).

- A. Certificate of Recognition as Learning Partificator issued by NRAP England Office
   B. Certificate of Recognition as Learning Partificator issued by NRAP Central Office

MOVa Bullenittyd	PRESCRIPTION Lawrence Bendington
Accredited National Assessor	2 points
Acceedited Netional Trainer	1.5 points
Accessional Engineer Trainer	1 peint

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- - Positions with separatenee requirement. Application of education is the constrictations state by the applicant to their workplace as a result of their statement of the statement of their statement of the

their premistran shall be given to an application of education or revenues made by the applicant that is relevant and applicable to the sition to be filled.

Releasant Intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged, and intervention is described to be applicable if it can be used to girth. An intervention is described to the applicable if it can be used in the official concentrations of the functional unit based on its office unachies in the official together functions of the functional confidence of the functional functional for the functional functional

Where: x = GWA transentuded to percentage scale WA = Weight Allocation for Application of Education (10 points for SO 11-15 & SO 24; 15 points for SO 16-23 & SO 27)

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Yosat prolive: Education Program Specialist II - 80 16 # ~ 82.76 WA = 15 

7. Application of Souraing and Development (LAD). Application of LAD is a previous success of the learnings quited from the boston resource development (HRD) instruments on the configuration of the learning supplication which must have led to significate positive results in their current or previous work.

bligher pressions shall be given no our application of that or intervention made by the applicant that is releasest and applicable to the position to be filled. The infinition of released relevantation as singulated in form (a) of this Orice shall apply.

- need of YMERIDAN.

  6. Overfloor of Pulsing or Overflowing on any applicable L&D

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- social level:
  Accomplishment Report together with a General Certification that the L&B intervention was used/adopted by a different office at the local limited.

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Delarminació Especia luciarrina UMIS	5 (value)	S policite

Whites Boundardina telera to the mondardord empirication which areatories the incodescy, beginning professors, solidly to present this, poliginary and handership relative of the applicant. The test and contaction choice appropriate to the politics to be filled must be destinged by subject market opport, as required by the BEMERS Subject solities appears tell to a

individuals internal or external to the office where the vacancy exists, or to the Department, who have working knowledge of the specific competencies required by the position to be filled.

where: x = Score/ruting is written examination in percentage scale 10A = Weight Alboration for WE.

Vecant position. Education Program Specialist 3 - 8G 16 # \* 85 BX = 5

SRills or Work Sample Test refers to the test that may be administrated to evaluate the application of skills relevant to the requirement of the position to the filled. The test and evaluation runtices must be designed by subject matter experts as incurrent as incurrent of the HEMPTRS depending on the type of skills trest required by the position to the Elifed.

Pointayer = x/100 \* WAgyer Where: x = Blocker/missig in the 3/WHT is percerbage acide WA = Weight Albection for 5/WHT (10 points for SS 11-15, SO 16-25, SO 27; 5 points for SO 34)

Viscott painton; Referentient Progresse Squedallips II = 90 1.0 usen = 88/100 = 10 = 6.5

Behavioured Reseate between (RRD) refers to the constant of direct inquiry such the applicant, domining on their displays of desired behaviority in whe wisplaced on specific standances or conditions to their personnel and/or concepts workplace. 1931 to based on the principle that pass technique previous forum perfectionation. It issues the STAR approach to walkeds whether the key behaviours that are limited to the required competencies have been exclusive

- to assess the Ribbining serious.

  Applicant the Ribbining between the applicant's potential or their capacity and stilling to assume the duties of the positions to be filled and those healther positions that are more centuals in sources and the stilling of the stilling and the stilling and the stilling and the stilling and the stilling appears such as the applicant's psychological and social well-being, all prisons. It shall serve as an exament for evaluate an applicant's who Fig. 19.

  Consideration of the stilling and the stil

The points allocated for BRI component (5 points shall serve be the maximum or ceiling points that may be named by an applicant. The points certed from each area one customization to determine the tool points the BRI component. The HEARTH shall be the component to the point of the BRI component to the PRINTER of the BRI component to the point of the ARTH CONTROL of the PRINTER O

## Annex C 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 ( Verification Status of Submission Basic Documentary Requirement (To be filled-out by the Status of opplicant; Remarks Submission Check if submitted) (Check if complied) a. Letter of intent addressed to the Head of Office or highest human resource officer Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet Photocopy of valid and updated PRC License/ID c. 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 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record h. Photocopy of latest appointment Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission 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 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 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

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 thisday of	, year	
	Per	rson 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.