



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-127

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		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>EDUCATION PROGRAM SPECIALIST II</b>	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
<b>Plantilla Item No.:</b> OSEC-DECSB-EPS2-750106-2014 <b>SG:</b> 16 <b>Monthly Salary:</b> ₱ 43,560.00 <b>No. of Vacancy/ies:</b> 1 <b>Place of Assignment:</b> 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
- 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](http://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 pre-assessment 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



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

DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**  
 DATE: APR 28 2025 TIME: 2:30 PM

BY: *[Signature]*

OSDS/ ADMIN /HR/ bpp



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Score Band	Performance
Very High Level	10 points
High Level	8 points
Low Level	6 points

Applicants with work experience, who are applying to entry level positions or positions with no experience requirement based on (4) year, national level performance rating covering one (1) year performance in the current or previous job or position. The computation is explained in Annex A shall apply.

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, innovations, or discoveries which were duly recognized by a cultural body. These must have a direct link to the HRAs of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.

Table 3 below enumerates the components of Outstanding Accomplishments and the corresponding maximum points for each component.

Table 3. Components of Outstanding Accomplishments

Component	Performance
Awards and Recognition	2 points
Research and Innovation	2 points
Subject Matter Expertise / Knowledge in National Technical Working Group (NTWG) or Committee	2 points
Resource Specialization / Learning Facilitation	2 points
HRAP Accredited Learning Facilitator	2 points

The points allocated in Table 3 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. That total score shall be given maximum points in Outstanding Accomplishments (i.e., 10 points) for the following categories:

Only those outstanding accomplishments supported 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 CHC, Meritbank, National Economic Development Authority (NEDA), Department of Education (DepEd), National Science Development Agency (NSDA), Department of Science and Technology (DOST), etc., shall be given maximum points in Outstanding Accomplishments (i.e., 10 points) for HR 10-13 and SO 27, and 10 points for HR 11-15 and SO 29.

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

a. **Awards and Recognition.** This may refer to academic or inter-school awards, or non-academic awards.

a.1. **Academic or Inter-School Awards.** This shall apply only to applicants with no or less than one (1) year work experience (e.g., high school).

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

Means of verification:

- Academic or inter-school award; or
- Certificate or any document showing top-ranking a Board Examination; or
- Certificate or any document showing TOEP Award.

Rubrics:

Component	Performance
At least three (3) academic or inter-school awards or TOEP Award or Top 10 in Board/CHC/DepEd Examination	3 points
At least two (2) academic or inter-school awards	1 point

a.3. **Outstanding Employee Award.** This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

Means of verification:

- Any issuance, memorandum or document showing the Criteria for the Award; and
- Certificate of Recognition/Merit.

Rubrics:

Component	Performance
<b>Applicants from selected facilities</b>	
Organizational Level Award or Higher	3 points
Local Office Level Award	1 point
<b>Applicants from central office</b>	
National Level Award or Higher	3 points
Central Office Award	1 point
<b>Applicants from regional office</b>	
Regional Level Award or Higher	3 points
Regional Office Award	1 point
<b>Applicants from schools division office</b>	
School Division Level Award or Higher	3 points
School Division Office Award	1 point
<b>Applicants from schools</b>	
School Level Award or Higher	3 points
School Award	1 point

For multiple awards received from the same award giving body and/or award categories that are conducted in series or progressive manner, only the highest-level award shall be considered (e.g., NSCP winning coach at the division, regional, national level). Similarly, only the highest award shall be given points in cases where applicants submit multiple awards from different award giving bodies.

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## b. Research and Innovation

Means of verification:

- Proposal duly approved by the Head of Office or the designated Research Committee per DDO No. 16, s. 2017
- Accomplishment Report verified by the Head of Office
- Certificate of validation of the innovation or research, within the school/office duly signed by the Head of Office
- Certificate of adoption of the innovation or research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (science study/research, whether published or unpublished, is likewise approved by authorized body of the concept/s developed by the research.

Rubrics:

MOVs Submitted	Performance
A, B, C & D	3 points
A, B, C & E	2 points
Only A, B & C	1 point
Only A & B	0.5 points
Only A	0.25 points

For collaborative research studies/inventions, the total points shall be divided by the number of authors/researchers indicated in the copyright page.

6. **Subject Matter Expertise / Membership in National TWGs or Committees.** This shall apply to applicants who have been chosen and assigned to use their technical knowledge, skills, and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies, and learning materials. Subject matter expertise or membership in National TWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

- Issuance or Memorandum showing the membership in NTWG or Committees;
- Certificate of Participation or Attendance; and
- Output/Adoption by the organization/DepEd Office.

Rubrics:

MOVs Submitted	Performance
All MOVs	3 points
Only A & B	2 points

d. **Resource Specialization / Learning Facilitation.** This shall apply to applicants who have been required and tested to share their knowledge and expertise on specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or

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Learning Facilitator in seminars, training programs, conferences, symposiums, congresses, forums, learning action cells (LAC) sessions, etc.

Means of verification (All listed MOVs shall be submitted):

- Issuance/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/Merit/Completion/Accreditation; and
- Slide/Link/s used and/or Session guide/s.

Rubrics:

Level	Performance
<b>Applicants from national institution</b>	
Organizational Level Award or Higher	3 points
Local Office Level Award	1 point
<b>Applicants from central office</b>	
National Level Award or Higher	3 points
Central Office Level Award	1 point
<b>Applicants from regional office</b>	
Regional Level Award or Higher	3 points
Regional Office Level Award	1 point
<b>Applicants from schools division office</b>	
School Division Level Award or Higher	3 points
School Division Office Level Award	1 point
<b>Applicants from schools</b>	
School Level Award or Higher	3 points
School Award	1 point

e. **NEAP Accredited Learning Facilitator.** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Economic Development Authority (NEDA).

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Rubrics:

MOVs Submitted	Performance
Accredited National Trainer	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

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7. **Application of Learning and Development (ALD).** Application of ALD is a prior or current use of the knowledge gained from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of ALD or intervention made to the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention is explained in Annex A of this Order shall apply.

Means of verification:

- Certificate of Training or Certification in any applicable ALD intervention supported due to aligned with the Individual Development Plan (IDP), for external applicants, a copy/notes from HR stating that the ALD intervention is aligned with the core needs of the applicant in their current or previous position shall be required.
- Actual Photo/Entry Action Plan (EAP)/Job Embedded Learning (JEL)/ Impact Project applying the knowledge from the ALD intervention done/attended, duly approved by the Head of Office.
- Accomplishment Report together with a General Certification that the ALD intervention was used/adopted by the office at the local level.
- Accomplishment Report together with a General Certification that the ALD intervention was used/adopted by a different office at the local/regional level.

Rubrics:

MOVs Submitted	Performance
All MOVs	3 points
Only A, B & C	2 points
Only A & B	1 point

8. **Potential.** Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more inclusive in nature. It may be measured through any of the following:

Component	MO 11-13 SO 25-24 SO 27	Performance
National Qualification (NQ)	5 points	3 points
Skills or Work Sample Test (WST)	10 points	6 points
Performance Based Interview (PBI)	5 points	3 points

a. **Written Examination.** refers to the standardized examination which measures the knowledge, judgment, proficiency, ability to perform, skills, judgment and knowledge ability of the applicant. The test and evaluation rubrics appropriate to the position to be filled must be developed by subject matter experts as required by the HRMPSB. Subject matter experts refer to

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Illustrative example:

Applicant Orange is applying for a Senior Education Program Specialist (SE-10) in the Regional Office. He is currently an Education Program Specialist II (EOP-9) in the Regional Office. For the purpose of computing his Outstanding Accomplishments, he submitted the following MOVs:

Outstanding Accomplishments	Points Based on Rubric	MOVs Submitted
Awards and Recognition: Outstanding Employee Award 2012 in NCR (Interpreted MOVs submitted)	2 points	Not included MOVs have been used in the last computation for EOP-9
Outstanding Employee Award 2013 in EDO (Interpreted MOVs submitted)	1 point	Credited
Outstanding Employee Award 2014 in EDO (Interpreted MOVs submitted)	1 point	Credited
Outstanding Employee Award 2015 in EDO (Interpreted MOVs submitted)	1 point	Credited
Outstanding Employee Award 2016 in EDO (Interpreted MOVs submitted)	1 point	Credited
Outstanding Employee Award 2017 in EDO (Interpreted MOVs submitted)	1 point	Credited
Outstanding Employee Award 2018 in EDO (Interpreted MOVs submitted)	1 point	Credited
Outstanding Employee Award 2019 in EDO (Interpreted MOVs submitted)	1 point	Credited
Outstanding Employee Award 2020 in EDO (Interpreted MOVs submitted)	1 point	Credited
Outstanding Employee Award 2021 in EDO (Interpreted MOVs submitted)	1 point	Credited
Outstanding Employee Award 2022 in EDO (Interpreted MOVs submitted)	1 point	Credited

6. **Application of Education.** Application of education in the contribution made by an applicant to their workplace as a result of their learning from education degree/s and skills earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learnings gained from higher education course or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.

a. **Positions with experience requirement.** Application of education in the contribution made by the applicant to their workplace as a result of their learning from their education degree/s and skills earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled.

Higher premium shall be given to an application of education or intervention made to the applicant that is relevant and applicable to the position to be filled.

Relevant intervention is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An intervention is considered to be applicable if it can be used in the operations of the functional unit based on its office mandate in the official DepEd Office Functions or Office Orders for the creation of the functional unit.

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.

$$\text{Points} = \frac{x}{100} \times W_{\text{ALD}}$$

Where:  
x = Score/rating in written examination in percentage scale  
W<sub>ALD</sub> = Weight Allocation for ALD

Illustrative example:

Yearly profile: Education Program Specialist II - SO 16	
x = 85	
W <sub>ALD</sub> = 12	
Points = 85/100 * 12 = 10.2	

b. **Skills or Work Sample Test** refers to the test that may be administered to evaluate the application of skills relevant to the requirements of the position to be filled. The test and evaluation criteria must be developed by subject matter experts as required by the HRMPSB depending on the type of skills are required by the position to be filled.

$$\text{Points} = \frac{x}{100} \times W_{\text{WST}}$$

Where:  
x = Score/rating in the WST in percentage scale  
W<sub>WST</sub> = Weight Allocation for WST  
(10 points for SO 11-15, SO 16-24, SO 27, 5 points for SO 25-29)

Illustrative example:

Yearly profile: Education Program Specialist II - SO 16	
x = 85	
W <sub>WST</sub> = 12	
Points = 85/100 * 12 = 10.2	

Behavioral Interview (BI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s which is subject to specific and/or concrete (in their previous and/or current workplace, etc.) is used by the employer to gain behavioral profile from the applicant. It uses the STAR approach to validate whether the key behaviors that are linked to the required competencies have been exhibited

by the applicant. The STAR approach shows focus on actual situations in which the applicant acted, the Task/s that the applicant faced, the Actions that the applicant took, and the Results of these actions. The BI may be used to assess the following areas:

- Applicant: The BI will be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.
- Characteristics or traits: It shall be used to gauge other relevant aspects such as the applicant's psychological and social well-being.
- Fit: It shall serve as an avenue to evaluate an applicant's Job Fit, Location Fit, and Organizational Fit.
- Other areas that may be identified by the HRMPSB.

The points allocated for BI component (5 points) shall serve as the maximum or ceiling points that may be earned by an applicant. The points earned from each area are cumulative to determine the total points for BI component. The HRMPSB shall determine the appropriate areas relevant to the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BI.

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**CHECKLIST OF REQUIREMENTS**

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

Application Code: \_\_\_\_\_

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.