



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-128

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 POSITIONS FOR MASTER TEACHER POSITIONS

Date : April 28, 2025

This Office announces the acceptance of applications for master teacher positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS				
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
MASTER TEACHER I (ELEMENTARY GRADES)	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	LET/PBET/ R.A.1080 (TEACHER)	Must have demonstration teaching in the school or district level



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

Plantilla Item No.: OSEC-DECSB-MTCHR1-751635-1998

SG: 18

Monthly Salary: ₱ 51,304.00

No. of Vacancy/ies: 1

Place of Assignment: DIGOS OCCIDENTAL DISTRICT

JOB SUMMARY: Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, research, community linkages, professional development and provided at least 20% assistance to school head in program implementation.

Qualified applicants to the **ABOVEMENTIONED POSITIONS** 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 SDS containing the following information:
 - i. Statement of purpose/expression of interest; and
 - ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID/R.A. 1080/LET/PBET;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever applicable;
- h. Photocopy of latest appointment (for those applying for promotion); if any;
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Ratings with **at least Very Satisfactory rating**. (Note: Submit at most **three (3) performance ratings** depending on the performance requirements per item 25 of this order. The latest performance rating **shall cover one (1) year complete** performance rating period in the current position);
- l. 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://drive.google.com/file/d/19QmyGRuvCn7SlfV6QwglUPz5IqS2Ixp/view?fbclid=IwY2xjawJkPbFleHRuA2FlbQLxMAABHixbrOSw7HzkJnyT8x4AiE2PTw7jOJqUn7M0tealNtVjoVvAxpARPQbntYB7_aem_dvDD0mJ4bPylAQLVaXokjg), **notarized by the authorized official**; and



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Applicants are required to fill out the electronic google form upon 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.

Individuals who failed to submit complete mandatory documents (Items a to l) 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 m) shall not warrant exclusion 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. 20, series of 2024** (please access this link https://www.deped.gov.ph/wp-content/uploads/DO_s2024_020.pdf). 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 the 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 09, 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) (Experience, Training and Eligibility)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face



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May 27, 2025-June 02, 2025	Conduct of evaluation on Applicant's performance	HRMPSB SUB-COMMITTEE	Face-to-Face
June 03, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
June 03, 2025-June 07, 2025	Issuance of memorandum on the conduct of teaching demonstration (PPST COIs, Portfolio Annotations and BEI (PPST NCOIs) and open assessment	AO IV – HRMO II SDS	Online
June 09, 2025-June 11, 2025	Conduct of teaching demonstration (PPST COIs)	HRMPSB SUB-COMMITTEE	Face-to-Face
June 13, 2025- June 26, 2025	Conduct of Portfolio Annotations and BEI (PPST NCOIs)	HRMPSB SUB-COMMITTEE	Face-to-Face
June 27, 2025	Conduct open assessment of applicants	HRMPSB SUB-COMMITTEE 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.

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

Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: APR 28 2025 TIME: 2:41

BY: _____

OSDS/ADMIN/HR/bpp



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Annex C

Solo Parent: YES () NO ()

OMNIBUS SWORN STATEMENT

certified true copies thereof.

DATA PRIVACY CONSENT

Subscribe and sworn to before this _____ day of _____, year _____

In accordance with Republic Act No. 10799 or the "Electronic Commerce Act of 2016", Electronic documents shall have the legal effect, efficacy or enforceability as any other document or legal writing, and a) written; 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 made for reference;