



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 179

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 MASTER TEACHER
POSITION

Date : July 03, 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 II (SECONDARY GRADES) | Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area | 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or | 5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers | RA 1080, as amended (Teacher-Secondary) | N/A |



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

| | | | | | |
|---|--|--|--|--|--|
| | | Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher) | | | |
| Plantilla Item No.: OSEC-DECSB-MTCHR2-750128-2025 \ SG: 19 Monthly Salary: ₱ 56,390.00\ No. of Vacancy/ies: 1 Subject: MATHEMATICS Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL 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 (**Note:** Only L&D or training in curriculum, pedagogy, and/or in relevant subject, learning area specialization, or strand, such as but not limited to relevant NEAP-recognized professional development programs and courses, shall be given corresponding points. **Please attach the CERTIFICATE OF PARTICIPATION**);



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- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), **(Applicable only for those who are applying for TLE/TVE subject);**
- 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://bit.ly/OMNIBUS202520>), **notarized by the authorized official;**
- m. Other documents as may be required by the HRMPSB for comparative assessment (e.g, Portfolio or Means of Verification (MOVs) for the assessment of Identified PPST NCOIs;
- n. Submit the soft copy of your list of trainings using this format (You may download the file in this link <https://bit.ly/TrainingsFormat>) and send to this email "hr.digoscity@deped.gov.ph"; and
- o. 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>.

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 **Division Office-Records Section** is on **July 13, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.



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



| Date | Activities | Personnel Involved | Mode |
|---------------------------------|--|---|-----------------------|
| July 03, 2025-July 13, 2025 | Submission of application documents | Applicants Records Section | Face-to-Face |
| July 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 |
| July 15, 2025-July 29, 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 |
| Jul 30, 2025-August 01, 2025 | Conduct evaluation on Applicant's performance | HRMPSB SUB-COMMITTEE | Face-to-Face |
| August 04, 2025 | Issuance of letter for qualified and disqualified applicants | HRMPSB Secretariat | Online & Face-to-Face |
| August 04, 2025-August 08, 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 |
| August 11, 2025-August 13, 2025 | Conduct of teaching demonstration (PPST COIs) | HRMPSB SUB-COMMITTEE | Face-to-Face |
| August 14, 2025-August 29, 2025 | Conduct of Portfolio Annotations and BEI (PPST NCOIs) | HRMPSB SUB-COMMITTEE | Face-to-Face |
| September 01, 2025 | Conduct open assessment of applicants | HRMPSB SUB-COMMITTEE HRMPSB Secretariat | Face-to-Face |





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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.

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


PETER JASON C. SENARILLOS
Senior Education Program Supervisor
Officer-In-Charge 

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED 
DATE: JUL 03 2025 TIME: 6:54 am
BY: 

OSDS/ADMIN /HR/bpp



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

CHECKLIST OF REQUIREMENTS

Annex C-1

Name of Applicant: _____
 Position Applied for: _____
 Office: _____
 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 intent addressed to SDS | | | |
| b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017) | | | |
| c. Photocopy of Voter's ID and/ or any proof of residency | | | |
| d. Photocopy of valid and updated PRC License/ID | | | |
| 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 is applicable | | | |
| h. Photocopy of latest appointment (for those applying for promotion) | | | |
| i. Photocopy of certificate/s of relevant specialized trainings or professional development programs (Note: Only L&D or training in curriculum, pedagogy, and/or in relevant subject, learning area specialization, or strand, such as but not limited to relevant NEAP-recognized professional development programs and courses, shall be given corresponding points. Please attach the CERTIFICATE OF PARTICIPATION) | | | |
| j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC II), Trainers Methodology Certificate (TMC), (Applicable only for those who are applying for TLE/TVE subject) | | | |
| 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, CAV, Data Privacy Consent Form | | | |
| m. Other documents as may be required by the HRMPSB for comparative assessment (e.g., Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs | | | |
| n. Submit the soft copy of your list of trainings using this format https://bit.ly/TrainingsFormat and send to this email "hr.digoscity@deped.gov.ph" | | | |
| o. 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 CONCENT

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 rules, and regulations being implemented by the Civil Service Commission, placement of personnel of the Department and for purposes of compliance with the laws,

Name and Signature of Applicant

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

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", Electronic 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



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



June 25, 2025

MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent
Department of Education Digos City Division

Madam:

Below are the vacant position items requesting your approval of its publication as per requirement indicated in the 2017 ORAOHRA, revised July 2018, Rule VII, Section 24:

| POSITION TITLE | ITEM NO. | NAME OF PREVIOUS APPOINTEE | CAUSE OF VACANCY | SUBJECT | STATION |
|--------------------------------------|-------------------------------|----------------------------|---------------------------------------|-------------|---------------------------------|
| MASTER TEACHER II (SECONDARY GRADES) | OSEC-DECSB-MTCHR2-750128-2025 | DUMIGSI, MYRELL P. | ANTICIPATED RETIREMENT (JULY 2, 2025) | MATHEMATICS | DIGOS CITY NATIONAL HIGH SCHOOL |

Thank you.

Very truly yours,

FRANCIS JUDE D. ALCOMENDRAS, JD, MPA
Administrative Officer V

REVIEWED BY:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent

APPROVED BY:

MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

OSDS/ADMIN/HR/BPP



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



June 23, 2025

MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent
Department of Education Digos City Division

Madam:

Below are the vacant position items requesting your approval of its publication as per requirement indicated in the 2017 ORAOHRA, revised July 2018, Rule VII, Section 24:

| POSITION TITLE | ITEM NO. | NAME OF PREVIOUS APPOINTEE | CAUSE OF VACANCY | SUBJECT | STATION |
|------------------------------------|--------------------------------|----------------------------|--|---------|---|
| HEAD TEACHER I (ELEMENTARY GRADES) | OSEC-DECSB-HTEACH1-750021-2023 | BOHOL, MARIFE M. | PROMOTED TO HEAD TEACHER II JUNE 19, 2025 | N/A | CASILDO B. NONOL, SR. ELEMENTARY SCHOOL- ELEMENTARY EDUCATION |
| TEACHER I ✓ (ELEMENTARY GRADES) | OSEC-DECSB-TCH1-750899-2018 | CERVANTES, LLOYD C. | PROMOTED TO HEAD TEACHER I JUNE 20, 2025 | N/A | APOLANDIA ELEMENTARY SCHOOL |
| HEAD TEACHER I (ELEMENTARY GRADES) | OSEC-DECSB-HTEACH1-750099-1998 | ALMACIN, JONATHAN C. | PROMOTED TO HEAD TEACHER III JUNE 19, 2025 | N/A | MAHAYAHAY ELEMENTARY SCHOOL- ELEMENTARY EDUCATION |

Thank you.

Very truly yours,

FRANCIS JUDE D. ALCOMENDRAS, JD, MPA
Administrative Officer V

REVIEWED BY:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent

APPROVED BY:

MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

OSDS/ADMIN/HR/BPP