

Republic of the Philippines

# Department of Education

DIGOS CITY DIVISION

### **Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM** 

OSDS-2025- 96

То	:	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	t:	ANNOUNCEMENT OF VACANT POSITIONS FOR HEAD TEACHER POSITION

Date : July 15, 2025

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

VACANCY		QUALIFIC	CATION STAND	ARDS
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
HEAD TEACHER I (ELEMENTARY GRADES)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	Teacher-in- Charge for 1 year; or Teacher for 3 years	LET/PBET/R.A.1080 (TEACHER)
Plantilla Item N			11-750021-2023 11-750099-1998	
SG: 14 Monthly Salary:				



## No. of Vacancy/ies: 2

### Place of Assignment: ELEMENTARY EDUCATION (2)

**JOB SUMMARY**: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

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;
- 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: <u>https://bit.ly/omnibus2025\_D07</u>), 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;
- Submit the soft copy of your list of trainings using this format <u>https://bit.ly/TrainingsFormat</u> and send to this email <u>hr.digoscity@deped.gov.ph;</u> and
- m. 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.

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.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 **July 25, 2025**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

Date	Activities	Personnel Involved	Mode
July 15, 2025- July 25, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
July 28, 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 29, 2025- August 11, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to- Face
August 12, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face

The proposed timeline of the selection process is as follows:



August 12, 2025- August 16, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
August 18, 2025- August 19, 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.

ACIO, Ph.D, CESO VI ME Schools Division Superintencent JapEd Schools Division of Digos City **RECORDS SECTION** NB TIME: TATE: RY.

OSDS/ADMIN/HR/bpp



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After corruptuling the number of lowrements from the numbers, financing OS requirement, the corresponding points surned by the applicant for effect shall be determined uning Table 3 (Bulwicks for Computation of Pointe for Echamism, Twining, and Experiment).

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Meeting the minimum (Instability OG requirements for Extraorance, training, and Reprintere shall be given area (6) points. The following general guiedines shall be observed in giving corresponding petitis to relevant Education, Training, and Reperience qualifications.

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points for each component

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### Table 5. Comp ents of Outsi ding be

Component	Pointscentrative assessments
Awards and Recognition	7 pointe
Research and Innovation.	4 peints
Subject Matter Expert / Membership in Netional Technical Working Groups (TWGs) or Committees	3 points
Resource Speakership / Learning Facilitation	2 points
NEAP Accordited Learning Pacificator	2 molimite

The points allocation in Table 8 shall serve as the maximum or celling points that may be earned for each component. The points carried from each component are constainty to because the total points for contrasting decomplifications but not constained to the service of the service of the service of the service of the Accompliances as steppicated in Table 1 priori function for Probative Assessment for School Administration Position.

Only these cutstanding accomplishments acquired or estact after the romotion shall be considered eligible to be given points. dual swards sequired from a thorough search p rd giving todies, such as CSC, Metrobunk, Nations 9 (NEDA), Development Academy of the Philipp joen regeloum points in Outstanding Accompliat

The details of each component of Outstanding Accomplishments, in IOVs required and rubrics for gloing points, are as follows:

- Assurves and Recognition. This may refer to outstanding em and/or awards as trainer/coach.

  - a. J. Oxistuncting Respirate Annual Means of verification: same of vertications: A. Any instance, unemormations or document aboving the Crit for the Search; and B. Certillorit of Encognition/Merit.
  - Rubrics:

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## NBMP accredited Learning Facilitator. This shell apply to applicants who have been given accreditation on Learning Pacifizator by the National Educator Academy of the Philippines (NEAP).

- A. Certificate of Recognition as Learning Facilitator issued by NEAF Regional Office
  B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
- Level Pelotitioner Levels Accredited National Assessor 2 points Accredited National Trainer 1.5 points Accredited Regional Trainer 1.5 points

# Applicant Colou in -spolping for a lickool Polecijani I (105-11) volitile, 520 Empelo City, 34e in euroselje o Marter Toorber I in Engele City Stockmil Right Toheol opported in October 2013, Tor the parpose of suspecting Ha Outdanding Assemptishments, In submitted the Fellowing Martin

Outstanding Accomplishments	Points based on Robric	HRSD-5.0 Bemarka
Assarde and Bocaguitten: Dutsiandry Implayee Awards 2017 in Bapaio National High School (so MOVe udmitted)	2 points	Rot credited due to mea-automization gl regulated MOVs
Whening Couch (1 <sup>al</sup> Prim Pholojournalism) in 2015 RSPC (complete MOVs substitutel)	S points	Creelitesi
Wroning Conch (Int Inter Reposed) in 2016 Datason Eduktotyon oz Pegospiskatow Colebration nomulete MDVo esbrittadi	1 polet	Credited
Resource Openhership/Learning Facilitation CostRoale of Recognition an Resource Spenker in 2018 Distaine Propring on Broateensting Somplete MOYe automitted)	) point	Oralized

## Applicant Chico gets there (3) points for las Assants as Trainer/Courts normel in 2015 and 2016, and one (1) point for his Beresner Speakarship in 2018. Novemer, stars (5) or no point is given to sucher Occasionating Benjages Assant day to con-estimation of the required MOVs. Okao gets a test of four (6) points in Collaborating Reconfidences.

6. Application of Mesonican, Application of robuscion in the constrbution made by an applicant of their mortplace is a neural of their learning from their robuscion degree/s or tasts earned, such as luzz nut limited to applied concepts, processes, and addit that are relevant to the placeholic to be filler. Here shall be place to an enclassion units or degree/s earned. The applications of earliers with their the shall be exclusion units or degree/s earned. The applications of educations must have text to be estimated and the shall be application of a strain or the shall be placed and exclusion units or degree/s earned. The applications of education must have text to be estimated and earliers and the shall be applied and the shall be placed and the enclusion of the shall be applied and the shall be applied and the enclusion of the shall be applied and the shall be applied and the enclusion of the shall be applied and the shall be applied and the enclusion of the shall be applied as the shall be applied and the text of the shall be applied and the shall be applied and the shall be applied and the text of the shall be applied and the shall be applied and the shall be applied and the text of the shall be applied and the shall be applied applied and the shall be applied applied and the shall be applied

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gr	ounds for	disqualifics	tion. No	test n	cault she	fl only	mest	100	score	under
th	e Written I	Examinatio	n compe	ment.						

5	histrative example:
	Vecent position: Rehoot Principal 7 - 80 19
	$x = 10.5$ (Prinsipal's Test summaries) second to $T_{\rm e} = 200$

TT = 200 WA = 10 tapext = (163/300) \* 10 = 8.35

For promotion and appointment to higher solood primelpal positions, the HMMPBB or subject matter experts as may be requested by the HRMPBB shall develop a written examination which shall be the basis for scoring the connecement on Written Examination (5 pointed).

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	Vacant position Bahoof Principel II - 80 20
	$\kappa \approx 80$ (score from the SUK-duretopul writter score) TT = 100 WA = 5
	Pointeres = #5/100 * 8 = 4.25

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The points allocated for IBI component (3 puoles for every level and 10 puoles for higher positions) shall be the maximum or colling points that may be extend determine the output points for BIT component. The HIGHSS shall determine the appropriate areas releaves to the position to be filled suit assign points to each areas not accessing the maximum or colling points for HIE.

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	from schools	
Division	Level Search or Higher	4 points
School/M	Innicipality/District Level Boarch	2 points
	nds as Trainer/Coach. This refers r/coach in any academic or non-e	
Mea	ns of verification:	
	<ol> <li>Any issuance or memorandus trainer/coach; and</li> <li>Certificate of Recognition/App Winning Contestant/Event/Ac</li> </ol>	recistion as Trainer/Coach of a
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	Leval	Painth(Yester, South Anapt)
hampion or Hig	boot Placer in the National Level	3 points
hamion or His	hest Placer in the Rancmal Level	2 coints
	hest Placer in the	1 point
vision/Provinci	ial Lovel	
For mul	tiple awards received from the a	ame award giving body and/or
award o the high division, given pe different	atogory that are conducted in sm smillered award shall be considered regional, mational level]. Similarly sints in cases where applicants award giving bodies.	ies or progressive manner, only (e.g. NSPC wroning coach at the , only the highest award shall be
award o the high division, given p different b. <b>Researc</b>	ategory that are conducted in ser est-level award shall be considered regional, national level). Similarly sints in cases where applicants	ies or progressive manner, only (e.g. NSPC wroning coach at the , only the highest award shall be
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Means of vertilication:

 BOTs Submitted
 Point Submitted

 A, B, C & D
 4 points

 A, B, C & D
 4 points

 Only A, B & C
 3 points

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

Report Marker Expert / Membership In Mational TWGs or Committees. This shall apply to applicates with have been chosen and recursed to use their technical convolution, which are experisence in device an order of the leader of the state of the state of the state of the state of the limited to the devicement and/or wildefaust of framework, models, policies, and Reving mannish, Shallow tandere appendie termstancipies WWGs or Consolitions must, however, be relevant on the position holing applied for in and to be given position.

- Means of verification:
- A. Issuance/Memorandum showing the memore-committees;
   Corrificate of Participation or Attendance; and
   C. Output/Adoption by the enganization/DepEd.

# BOVe Pulsalited Peintness ALL MOVa 3 points Only A &B 2 points

Baseseres Specification / Jeanning Berlintides - Michael and U. S. Sphilastic wise have here represented and strates that instant that insolution and expertise on specific vulner anatter /s. This may include application who served as Sourcers Specification. Resources Parenta, Training Lagrang Fielditator in sensingers, Instituting programs, conferences-conversition, compress, forums, learning action cells (LC) sensities, etc.

Means of verification (AS listed MOVs shall be submitted) A. Systemer Memorandum Turvistation / Training Matrix,
 R. Certificate of Recognition/Merit/Consmendation/Ap, and;
 Silde dwsk/s used and/or Seasion guide/s.

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Level	Pointiking in the deader for the States
Applicante from external institution	
Occasionational Lovel Rossienabie or Harber	2 regata
Local Office Level Scewkreiths	1 point
Applicants from contral office	
National Level fipeakeeship or Balber	2 (miche
Central Office Level Scentoestdr	1 indets
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Division Provincial City Level & enlicestal	129801
Applicants from scheels	
USrining Level & subarnhit: or High or	2 points
Subani, Muniarie alder, District Sprudesenha-	1 point

### D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

BOVs Bubanitted	Peteting	that is an interest of the section in
	Relevant	Not Relevant
ALL MOVe	10 points	d própia
Only A, B, & C	7 points	3 petuta
Delt A & B	S points	1 point

# 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 technical in nature. It may be measured through any or all of the following:

Component	Pointspringfol			
	Appointment to Batty Level School Principal positions (SP J, SSP J, ASP D)	Appointment to Other and Higher fishool Head positions		
Written Exteniestions (WE)	10 points	5 points		
Behaviourel Events Interview (BEE)	5 points	10 points		

Written Boundonation refers to the standardized coastinution which measures the harowindige, language predictivey, shifts to prevent times, relative appropriate in the school administration paralises must be developed by subject matter experts as requested by the HEMPER Subject matter separate refer to individual interval or measures in the school where the scancy ensity, or in the Department, these who have working knowledge of the peelfs comprehension regulatory the position to the Link sporting start of the predict comprehension regulatory the position to be link.

way = x/TI \* WAyers Whene: x = Scom/rating in switten examination in periodage ocal II = Total number of lent items or highest possible ocone WA = Weight Allocation for WE

For the purpose of biring and appointment to entry-level school primely positions, the applicant's score in the Principal's Test / Rational Qualifying Examination for School Heads (NQESH) or a stimulu annihedrized examination nationally administered by Depidi shall be the

- energi-stress andress gethering a gastelinger include the local Petersjon - (69: 3), Special Schwei Petersjon - (2009 - 200

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

Reference furthermostless is described as the unter-control test is directly applicable to the functional unit where the position applied for is independ. An intervention is described to be applicable if it can be used in the operations of the functional unit based on its differ mandates in the official Lappid Office Punctions or Office Orders for the creation of the functional unit.

Application of Learning and Development (LhD). Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the applicant which must have ind to significant positive results in their statem or previous work.

Higher permitum aball be given to an application of L&D or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as atipulated in item 6 of this Order shall apply.

- Meana of verification
  - Lonza of wetflexition: A Certification of Training or Certification on any applicable LAD between the second sequences of the second second

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### CHECKLIST OF REQUIREMENTS

Name	of Ap	oplican	t:
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\_\_\_\_ 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	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
	basic bocumentary requirement	(To be filled-out by the applicant. Check if submitted)	Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office	-		
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
C.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
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, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
ι.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
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 (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	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			
i.	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"			
m.	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
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the second s				
	Person	Admi	nisteri	ng Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)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 electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.