



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 196

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 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		QUALIFICATION STANDARDS		
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 No.: OSEC-DECSB-HTEACH1-750021-2023 OSEC-DECSB-HTEACH1-750099-1998 SG: 14 Monthly Salary: ₱37,024.00				



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

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;
- 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/omnibus2025_DO7), **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;
- l. **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; and**
- m. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.



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

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.

The proposed timeline of the selection process is as follows:

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



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

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.


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

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED

DATE: JUL 15 2025 TIME: 8:16am

BY: 

OSDS/ADMIN/HR/bpp



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

Table 5. Components of Outstanding Accomplishments

Component	Points/Maximum possible points
Awards and Recognition	7 points
Research and Innovation	4 points
Subject Matter Expert / Membership in National Technical Working Groups (TWGs) or Committees	2 points
Resource Sponsorship / Learning Facilitation	2 points
NEAP Accredited Learning Facilitator	2 points

The points allocation in Table 5 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; but not to exceed the maximum points in weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Weight Allocation for Evaluation Assessment for School Administrative Positions).

Only three outstanding accomplishments acquired 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 CSC, Metrobank, National Economic Development Authority (NEDA), Development Academy of the Philippines (DAP), DepEd, etc., shall be given maximum points in Outstanding Accomplishments (i.e. 10 points).

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 outstanding employee awards and/or awards as trainer/coach.

a.1. Outstanding Employee Award

Means of verification:

- Award certificate, memorandum or document showing the criteria for the award; and
- Certificate of Recognition/Merit.

Rubrics:

Level	Points/Maximum possible points
Applicants from national institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from school division office	
Regional Level Search or Higher	2 points
School/Divisional (City Level) Search	2 points

Page 10 of 16

Applicants from schools	
Division Level Search or Higher	4 points
School, Municipal / District Level Search	2 points

a.2. Awards as Trainer/Coach. This refers to awards gained by applicants as trainer/coach in any academic or non-academic competencies/activities.

Means of verification:

- Any issuance or memorandum designating the applicant as trainer/coach; and
- Certificate of Recognition/Appreciation as Trainer/Coach of a Winning Contentment/Event/Activity.

Rubrics:

Level	Points/Maximum possible points
Champion or Highest Place in the National Level	3 points
Champion or Highest Place in the Regional Level	2 points
Champion or Highest Place in the Division, Provincial Level	1 point

For multiple awards received from the same award giving body and/or award category that are conducted in series or progressive manner, only the highest-level award shall be considered (e.g. NPC 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.

b. Research and Innovation

Means of verification:

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

Rubrics:

Level	Points/Maximum possible points
Applicants from national institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from school division office	
Regional Level Search or Higher	2 points
School/Divisional (City Level) Search	2 points

Page 11 of 16

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

c. Subject Matter Expert / Membership in National TWGs or Committees. This shall apply to applicants who have been chosen and requested 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 TWGs or Committees must, however, be relevant to the position being applied for in order to be given points.

Means of verification:

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

Rubrics:

Level	Points/Maximum possible points
Applicants from national institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from school division office	
Regional Level Search or Higher	2 points
School/Divisional (City Level) Search	2 points

d. Resource Sponsorship / Learning Facilitation. This shall apply to applicants who have been requested and invited to share their knowledge and expertise as specific subject matter/s. This may include applicants who served as a Resource Speaker, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC) sessions, etc.

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

- Resource/Memorandum/Invitation/Training Matrix;
- Certificate of Recognition/Merit/Commendation/Appreciation; and
- Slide deck/s used and/or Session guide/s.

Rubrics:

Level	Points/Maximum possible points
Applicants from national institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from school division office	
Regional Level Search or Higher	2 points
School/Divisional (City Level) Search	2 points

Page 12 of 16

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

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:

Level	Points/Maximum possible points
Applicants from national institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from school division office	
Regional Level Search or Higher	2 points
School/Divisional (City Level) Search	2 points

Illustrative example:

Applicant Chen is applying for a School Principal / (DE-18 with 1520 Single City, 16 as currently a Master Teacher II in Single City National High School reported in October 2015. For the purpose of computing his Outstanding Accomplishments, he submitted the following MOVs:

Outstanding Accomplishments	Points earned on Rubric	MOVs
Awards and Recognition		
Outstanding Teacher Award 2017 in (Single City National High School) (MOV submitted)	2 points	Not credited due to non-submission of required MOVs
Winning Coach (2nd Prize) (Participation) in 2015 RDC Region IV (MOV submitted)	2 points	Credited
Winning Coach (1st Prize) (Participation) in 2016 Division Education on Population (Cebu City) (MOV submitted)	1 point	Credited
Resource Sponsorship/Learning Facilitation		
Certificate of Recognition as Resource Speaker in 2015 Division Training on Leadership (Sample MOV submitted)	1 point	Credited

Applicant Chen gets three (3) points for his awards as Trainer/Coach earned in 2015 and 2016, and one (1) point for his Resource Sponsorship in 2015. However, none (0) or no point is given to award Outstanding Employee Award due to non-submission of the required MOVs. Chen gets a total of five (5) points in Outstanding Accomplishments.

6. Application of Education. Application of education is the contribution made by an applicant to their workplace as a result of their learning from their education degree/s or tests 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 said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.

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 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 described to be applicable if it can be used in the operations of the functional unit based on its office mandates in the official DepEd Office Functions or Office Orders for the creation of the functional unit.

If the intervention made by the applicant does not meet the criteria to be Relevant, then said intervention shall be considered and be given corresponding points using the rubrics for Not Relevant.

Means of verification:

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the intervention/adoption, signed by the Head of Office

Rubrics:

Level	Points/Maximum possible points
Applicants from national institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from school division office	
Regional Level Search or Higher	2 points
School/Divisional (City Level) Search	2 points

7. Application of Learning and Development (LAD). Application of LAD is a proven success of the learning 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 LAD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in Item 6 of this Order shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable LAD intervention acquired that is aligned with the individual Development Plan (IDP) for external applicants, a certification from HR stating that the LAD intervention is aligned with the core tasks of the applicant in their current or previous position shall be required.
- Action Plan/Re-entry Action Plan (RAP)/Job Embedded Learning (JEL) / Impact Project attesting the learning from the LAD intervention done/attended, duly approved by the Head of Office.
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office at the local level.

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

Rubrics:

Level	Points/Maximum possible points
Applicants from national institution	
Organizational Level Search or Higher	4 points
Local Office Search	2 points
Applicants from central office	
National Level Search or Higher	4 points
Central Office Search	2 points
Applicants from regional office	
National Level Search or Higher	4 points
Regional Office Search	2 points
Applicants from school division office	
Regional Level Search or Higher	2 points
School/Divisional (City Level) Search	2 points

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

Component	Points/Maximum possible points
Written Examination (WE)	10 points
Behavioral Events Interview (BEI)	5 points
Applicant's Score in the Principal's Test / National Qualifying Examination for School Heads (NQE) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).	10 points

a. Written Examination refers to the standardized examination which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation rubrics appropriate to the school administration positions must be developed by subject matter experts as required by the HRMPSB. Subject matter experts refer to individuals internal or external to the school where the vacancy exists, or in the Department, those who have working knowledge of the specific competencies required by the position to be filled.

$$\text{Points}_{WE} = \frac{\text{WT}}{\text{WT}_{max}} \times \text{WE}_{pts}$$

Where:
 WT = Score/rating in written examination in percentage scale
 WT_{max} = Total number of test items or highest possible score
 WE_{pts} = Weight Allocation for WE

For the purpose of hiring and appointment to entry-level school principal positions, the applicant's score in the Principal's Test / National Qualifying Examination for School Heads (NQE) or a similar standardized examination nationally administered by DepEd shall be the basis for scoring the component on Written Examination (10 points).

DepEd Order No. 10, s. 2015 (DepEd Order No. 10, s. 2015) shall be the basis for scoring the component on Written Examination (10 points).

Page 13 of 16

Page 14 of 16

Page 15 of 16

The applicant's inability to take the principal's test shall not be considered grounds for disqualification. No test result shall only mean no score under the Written Examination component.

Illustrative example:

Weight points	10 points
Score/rating in the Principal's Test / NQE	80
WT = 80	
WT _{max} = 100	
WE _{pts} = 10	
Points _{WE} = (80/100) × 10 = 8.00	

For promotion and appointment to higher school principal positions, the HRMPSB or subject matter experts may be requested by the HRMPSB shall develop a written examination which shall be the basis for scoring the component on Written Examination (5 points).

Illustrative example:

Weight points	5 points
Score/rating in the Principal's Test / NQE	80
WT = 80	
WT _{max} = 100	
WE _{pts} = 5	
Points _{WE} = (80/100) × 5 = 4.00	

b. Behavioral Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situation or conditions in their previous and/or current workplace. BEI is based on the principle that past behavior predicts future performance. It uses the STAR approach to validate whether the key behaviors that are related to the required competencies have been exhibited by the applicant. The STAR approach draws focus on actual situations in which the applicant acted, the Tasks/s that the applicant faced, the Actions that the applicant took, and the Results of these actions. The BEI may be used to assess the following areas:

- Attitude. The BEI shall 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.
- Person. 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 BEI component (5 points for entry level and 10 points for higher positions) shall be 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 BEI 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 BEI.

Page 16 of 16

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 ()

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 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. Photocopy of latest appointment, if applicable			
i. 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			
l. 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 _____.

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.