

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-201

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

July 17, 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			
GUIDANCE COUNSELOR II	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)			

Plantilla Item No.: OSEC-DECSB-GUIDC2-750135-2016

SG: 12

Monthly Salary: ₱ 32,245.00

No. of Vacancy/ies: 1

Place of Assignment: SENIOR HIGH SCHOOL IN DIGOS CITY

JOB SUMMARY:

- Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396

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 <u>one</u>
 (1) year complete 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
- 1. 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.



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

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). 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 27, 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 17, 2025-July 27, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
July 28, 2025	Forwarding the transmittal of all application documents to HRMO for preassessment 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
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 P. ESTACIO, Ph.D, CESO VI Schools Division Superintendent

RECORDS SECTION

NATE: JUL 17025 TIME: 171

OSDS/ADMIN/HR/bpp



CRITERIA AND POINT SYSTEM FOR HIRING AND PROI RELATED-TEACHING POSITIONS

- teria:

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 a moording the minimum qualifications requirements as defined in the CICapproved QS.

 Training from relevant to the position to be filled, exceeding the minimum
 qualification registerances as defined in the CSCapproved QS, exposed QS,

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	80 13-16	50 16-02 and 50-27	50 94 (Chie)		
a. Education	10	10	10		
b. Training	10	10	10		
o. Experience	10	10	10		
d. Performance	20	20	25		
e. Outstanding Accomplishments	10	5	10		
f. Application of Education	10	15	70		
g, Application of L&D	10	10	10		
h. Potential (Written Test, DES, Work Sample Test)	20	20	15		
Total	100	100	100		

Page 1 of 18

Rubrica for Coma utation of Points per Crite

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the GS, shall be concurred using the locarements Table (Table 24, 2.5. 2.4. and the Rubberts for Computation Points for ETE (Table 3), Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.s. Incres

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Vaccet position: Education Program Supervisor SEAFSS) - SQ-22 Level and Solary Range: SO 16-33 and 95 37

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Based on the minimum QS of the position to be filled, the HiddF933 shall determine the baseline level for compating the points for STE using the increments Table as shown in Table 2.a, 2.b, and 2.x.

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b. After determining the baseline level, the HEMMPSB shall compute for the increments of the applicant's actual qualifications based on the subscitted documentary requirements, however shall refer to the difference between the applicant's actual qualification level and the exceptionaling level of the minimum (Described) OF requirements of the politics to the fillion.

For positions with multiple QK requirement for Experience E_M, 2 years as Principal or 2 years as riced Teacher or 2 years as Mester Teacher, the MRMPRS shall identify the reference report experience with the highest inserement incorrect. This shall be the basis in deversalising the final score of the applicant for the Experience coreponent.

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ments based on actual Training qualification of Applicant A:

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After computing the immber of increments from the minimum (baseline) QS requirement, the corresponding points earned by the applicant for ETE shall be determined using Table 3 (blubrics for Computation of Points for Education, Training, and Experience);

Using the applicable rubrics as shoons in Table 3 and based on the number of movements somed by Applicant A, the computation of points for ETS is as follows:

Contribution of the Mingrania			Congetheller, of Poteto Sesial vs. Pacraneculai dissine Public is STE Reletas			What making of policie for \$10
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- d. Mecung the automata (baseline) QS requirements for Education, Treining and Experience shall be given zero (0) points.
- The following general guidelines shall be observed in giving convergo points to relevant Education, Training, and Experience qualifications
 - Réputation units and/or degress in multiple or different respors may be given corresponding points on a cumulative basis; provided, that the units and/or degrees carmed are relevant to the position applied for; provided further, that the subjects completed are not deglicated.
 - b. Consistent with the provisions of the CSC ORADIBA. units and/or degrees of Doctor of Medicine from a CHED-recognised institution may be considered muserly units and/or degree for purposed of giving points, except for positions that involve practice of profession covered by board laws.

Consistent with Legal Education Beand (LES) benefution No. 406, a. 2015, Backberr of Less (LEA) or Justo Doctor (LEA) custo and 7015, Backberr of Less (LEA) or Justo Doctor (LEA) custo and control of Less (LEA) or Justo Doctor (LEA) custo and the preferences regulatory agencies shall be considered as equivalent to produce or grant properties shall be considered as equivalent to produce for purposes of giving goilant, accept for examining disciplines for purposes of giving goilant, accept for governing the law and the control of giving goilant, accept for governing the law and the control of surface clarificatory guidelines as may be issued by the LEGS.

- Preferences: Performance refers to the assessment of how tasks, duties and assistables are curred out or assessipation by the applicant in endenced by remarker soling document or other means of verification. The preference resides need to the current or provious pit or position than a relevant to the position to the details be used for purposes of giving points for performance.
 - Positions with experience requirement. Applicants its positions that require experience cans subsub takes, performance rather executing to executing one current and previous job or position that in relevant to the position to be filled. Computation of points for performance shall be as fellows.

	Pointspropround " N/S * Whitepropround	
905 - Weight	ice Besting negálike PB in DayAS RPAS Allocasten for Performance 30 11-15, O I 6-23 and IO 27: 25 points for 50 24;	

x = 4.356 MS + 20

a. I. Internal applicants.

The performance rating required for internal applicants staid be the rating derived from the Berulin-Based Performance Management Bysics (BTSS) full-infinishable Performance Chambines and Performance Commitment and Review (BTSS) Perm obtained from the applicant's current or previous position that is relevant to the position of Risci.

However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of all least Very Satisfactory [VS] in the last rating period prior to the date of assessment or screening, except for prouscion from first to sercond level entry positions where the required performance rating is at least Satisfactory [S].

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of removation. If analyzable

For external applicants whose performance is measured using a five [5]-level adjectival performance rating scale, the midpoint value of the RPMS strating (Table 4 equivalent to the edjections insting shall be used as the applicant's porformance rating (p). The Certificate of Rating must be supported with the Performance Devaluation for the Configuration of the Co

RPMS Rating Scale	Midpoint Value
Dutstunding 4.900-5.000	4.75
Vary Beliefectory 3,500-4,400	5.999
Satisfactory 2,560-0,400	1.998
Unantiviertery 1.500-2,499	1.995
Peer Releas Land	0.1495

Yanasi pulitor: Educatios Progress Specialist II - 80 16 Adjusted Performance Rading Study to the previous jub-Enfow Superchalars, Needs Improvement, Good; Groug Buic Ababil Professional rating of the applicants Strong y a SSRS and/outr value (Yery Smitphenius) pop 80(= 30)

For external applicants whose performance is measured using numerical or adjectival rading systems with scales that are not align the fire (3)-point rading such of the SPMS, the HIMP/SSI shall de-system that transmuters the performance rating to the corresponding comparable to the adulting tubics of the SPMS.

External applicant/s to vacant positions with experience requirement shall submit performance rating/s from current or previous work that is relevant to the position to be filled. More submissions of performance rating/s for any reason gets a zero score for Performance existen. No proxy measure shall be considered in the absence of the applicable performance rating.

Positions with no experience regularsment. Applicants to position do not require previous experience must submit the board examinat Career Service Engilding ratings, Computation of points for performability to follows:

Where:

n = (none) Epum;/CS Eligibility resting
tion = Whighis Allocation for Performance
(20 privite for 5G 11-15, 50 16-23 and 80 27; 95 privite for 80 24)

pplicania with work experience, who are applying in entry level positions positions with no experience requirement based on (5% must submit-ters performance partugly to oversue, see: 11) year professionance in the struct or previous job or position. The comparation adjusted in item 483 tall apply.

6. Oztakowsky, dowonyski sawat, Ozrancińy, koczpickinena riet i acziniow oczalniana ok o spężena, tak a dom, irrestokine, or doworze sak wore do prozpisked pra sawatele bod; Theo mai base a doworze fak u sawatele bod; Theo mai base a dowrzinka, wo worzeniana worzeniana, wo wo policie wo worzeniana wo worzeniana wor

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Aendemir or hier-School Awards. This shall apply only to applicate th no or less than one [1] year work experience [e.g., firesh graduates]

A. Academic or inter-school award: or
 Certification or any document showing top-note
 Ecamination; or
 Certificate or any document showing TOSP Awar
C. Certificate or any document showing TOSP Awar

Outstundfry Sepfoyse Award. This shall apply to applicants with stryfolia work experience, or those applying to positions with experience conferences.

A. Any issuance, memoran for the Search; and B. Certificate of Recognitio

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- A. Certificate of Recognision as Learning Facilitator issued by RELP Bragional Office.

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

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Resource Speakership / Lourning Furtistation. This shall apply to applicants who have been requested and irrelied to share their boostedge and caperine on speaking subject unster/a. This may include applicants who served as a Resource Speaker, Resource Person. Trainer, and/or

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	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant Check if submitted)	Verifical (Tabe filled-out by to Office/sub-con Status of Submission	he HRMO/HR
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office	Check if summitted	(Check if complied)	
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			
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			
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			
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