Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-222

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 NON-TEACHING

POSITIONS

Date : August 05, 2025

This Office announces the acceptance of applications for various non-teaching positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS										
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY							
ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Secon d Level Eligibility							

Plantilla Item No.: OSEC-DECSB-ADOF2-750097-2023

SG: 11

Monthly Salary: ₱ 30,024.00

No. of Vacancy/ies: 1

Place of Assignment: ELEMENTARY EDUCATION

JOB SUMMARY: This position shall provide assistance on the finance-related

functions in schools and to facilitate efficiency in SDO and school operations

such as accounting, budgeting, cash management, and payroll services, to ensure

efficient office operations.

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VACANCY	QUALIFICATION STANDARDS										
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY							
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/Fir st Level Eligibility							

Plantilla Item No.: OSEC-DECSB-ADAS3-750323-2018

OSEC-DECSB-ADAS3-750327-2018 OSEC-DECSB-ADAS3-750088-2017 OSEC-DECSB-ADAS3-750004-2014 OSEC-DECSB-ADAS3-750330-2018 OSEC-DECSB-ADAS3-750329-2018

SG: 9

Monthly Salary: ₱ 23,226.00

No. of Vacancy/ies: 6

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (4)

ELEMENTARY EDUCATION (1)

KAPATAGAN NATIONAL HIGH SCHOOL (1)

JOB SUMMARY:

This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.

VACANCY	QUALIFICATION STANDARDS										
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY							
ADMINISTRATIVE ASSISTANT II (CLERK IV)	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub- professional)/First Level Eligibility							

Plantilla Item No.: OSEC-DECSB-ADAS2-750005-2014

OSEC-DECSB-ADAS2-750102-2017 OSEC-DECSB-ADAS2-750183-2018

SG: 8

Monthly Salary: ₱21,448.00 No. of Vacancy/ies: 3

Place of Assignment: KAPATAGAN NATIONAL HIGH SCHOOL

ELEMENTARY EDUCATION

DIGOS CITY NATIONAL HIGH SCHOOL

JOB SUMMARY:

This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary



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accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

VACANCY	QUALIFICATION STANDARDS										
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY							
ADMINISTRATIVE AIDE VI (CLERK III)	Completion of two-year studies in college	None Required	None Required	Career Service (Sub- professional)/First Level Eligibility							

Plantilla Item No.: OSEC-DECSB-ADA6-750118-2014

OSEC-DECSB-ADA6-750121-2014 OSEC-DECSB-ADA6-750120-2014

SG: 6

Monthly Salary: ₱18,957.00 No. of Vacancy/ies: 3

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (3)

JOB SUMMARY:

To provide clerical and secretariat support to AOV and administrative services

function.

VACANCY	QUALIFICATION STANDARDS										
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY							
ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	Completion of two-year studies in college	None Required	None Required	Career Service (Sub- professional)/First Level Eligibility							



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Plantilla Item No.: OSEC-DECSB-ADA4-750103-2004

SG: 4

Monthly Salary: ₱16,833.00 No. of Vacancy/ies: 1

Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL

JOB SUMMARY:

This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

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 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/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; and



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

- Submit the soft copy of your list of trainings using this format <u>https://bit.ly/TrainingsFormat</u> 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.

Applicants are required to fill out the electronic google form upon submission of application documents. Please see Facebook page post to access the application link.

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. 5 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 **August 15, 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
August 05, 2025- August 15, 2025	Submission of application documents	Applicants Records Section	Face-to- Face
August 18, 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



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August 19, 2025- September 03, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to- Face
September 04, 2025	Issuance of letter for disqualified applicants	HRMPSB Secretariat	Online & Face- to-Face
September 04, 2025- September 08, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
September 09, 2025- September 10, 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, PhD, CESO VI Schools Division Superintendent

RECORDS SECTION

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OSDS/ADMIN/HR/bpp





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Only qualifications that are relevant to the position to be filted and which except the minimum (baseline) Q3 requirements of the position shall be given curresponding points in the companition of fractments.

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After computing the number of incurrients from the minimum (baseline) QS requirement, the corresponding guide seared by the applicant for ETS shall be determined using Table 3 (radiotos for Computation of Fixine for Education, Trenting, and Experience).

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- Merting the minimum (nashing (S regulements for Education, Training, and Exportence shall be given zero (s) possis.

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- Consistent with the provisions of the CSC GRADNER, units and/or degrees of Doctor of Modicine from a CHED-recognized institution may be considered master's units and/or degree for purposes of

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whereast level internated seventh acquired from a thorough earth process and no by regularithe several opinique bodies, such as GCSL, Metroback, kaincast Excessing refreguents industrity (MEDA), Development Acastemy of the Philippines (PAF), glight, etc., shall be given mantissum political in Outstanding Accomplishments (PAF), (2) points & Cotterral Services positions and 10 points for other groups of total plastry grade).

- leards and Recognition. This hay refer to citations or commend-malence or inter-estated assurbs, or extraording employee assachs. 11. Chatten or Commendation. This abalt apply only to applica-teneral Services positions.

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picant to a General Services position who has presented Letter is of picant produce and pro Outstanding Employee Assurf, shall be points based on other Curgopy a La (Clauden or Commercialition) or sy a 3 (Outstanding Employee Assurf), whichever is higher.

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A. Academic or inter-sphool award; or B. Tea; Outstanding Students of the Philippiness (TUSE) Award; or C. Certification or any document that the applicant belongs to the Top 10 in the Bosent or Civil Service Edgibility Evanutuation.

Outsidending Employee Award. This shall apply to applicants with relocus work experience, or those applying to positions with experience pair entent.

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

A. Certificate of Recognition as Learning Facilitator issued by NEAF Responds Office B. Certificate of Recognition as Learning Facilitator issued by NEAF Central Office

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8. Presented. Potential relieve to the capacity and alcilly of an applicant to assume the duttes and responsibilities of the position to be filled, and those higher positions that are more technical in senare. It may be measured through any or all of the following:

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intervention made by the applicant does not meet the criteria to be one, then said intervention shall be considered and be given spending points using the rubsics for Me Releivons.

Action Plan approved by the Head of Office
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CHECKLIST OF REQUIREMENTS

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	Basic Documentary Requirement	Status of Submission (To be filled-out	Verifica (To be filled-out by Office/sub-co Status of	the HRMO/HR
		by the applicant. Checkif submitted)	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		(and a second	
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 ema "hr.digoscity@deped.gov.ph"	at il		
m.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form	b		
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