



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
<b>ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)</b>	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility
<b>Plantilla Item No.:</b> OSEC-DECSB-ADOF2-750097-2023 <b>SG:</b> 11 <b>Monthly Salary:</b> ₱ 30,024.00 <b>No. of Vacancy/ies:</b> 1 <b>Place of Assignment:</b> ELEMENTARY EDUCATION <b>JOB SUMMARY:</b> 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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**Telephone Nos.:** (082) 553-8375; (082) 553-8396

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)</b>	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility
<b>Plantilla Item No.:</b> 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  <b>SG:</b> 9 <b>Monthly Salary:</b> ₱ 23,226.00 <b>No. of Vacancy/ies:</b> 6 <b>Place of Assignment:</b> OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (4) ELEMENTARY EDUCATION (1) KAPATAGAN NATIONAL HIGH SCHOOL (1)  <b>JOB SUMMARY:</b> 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
<b>ADMINISTRATIVE ASSISTANT II (CLERK IV)</b>	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/First Level Eligibility
<b>Plantilla Item No.:</b> OSEC-DECSB-ADAS2-750005-2014 OSEC-DECSB-ADAS2-750102-2017 OSEC-DECSB-ADAS2-750183-2018  <b>SG:</b> 8 <b>Monthly Salary:</b> ₱21,448.00 <b>No. of Vacancy/ies:</b> 3 <b>Place of Assignment:</b> KAPATAGAN NATIONAL HIGH SCHOOL ELEMENTARY EDUCATION DIGOS CITY NATIONAL HIGH SCHOOL  <b>JOB SUMMARY:</b> 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
<b>ADMINISTRATIVE AIDE VI (CLERK III)</b>	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility
<b>Plantilla Item No.:</b> OSEC-DECSB-ADA6-750118-2014 OSEC-DECSB-ADA6-750121-2014 OSEC-DECSB-ADA6-750120-2014 <b>SG:</b> 6 <b>Monthly Salary:</b> ₱18,957.00 <b>No. of Vacancy/ies:</b> 3 <b>Place of Assignment:</b> OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (3) <b>JOB SUMMARY:</b> To provide clerical and secretariat support to AOV and administrative services function.				

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)</b>	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](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



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1. **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.

**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](http://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 pre-assessment 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*

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: AUG 03 2025 TIME: 2:20 PM  
BY: [Signature]

OSDS/ ADMIN / HR/ bpp



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### Illustrative examples

[illegible]



## 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.	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 <a href="https://bit.ly/TrainingsFormat">https://bit.ly/TrainingsFormat</a> 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.