



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-254

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 : August 28, 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-HTEACH1-750043-2016 SG: 14 Monthly Salary: ₱37,024.00 No. of Vacancy/ies: 1				



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

Place of Assignment: ELEMENTARY EDUCATION

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 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;
- 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.



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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. 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 **September 07, 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 28, 2025- September 07, 2025	Submission of application documents	Applicants Records Section	Face-to-Face
September 09, 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
September 10, 2025- September 23, 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 24, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



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September 24, 2025- Septemeber 28, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
September 29, 2025- September 30, 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, Ph.D, CESO VI
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
ms b73
 DATE: AUG 28 2025 TIME: 9:45
 BY: _____

OSDS/ADMIN/HR/bpp



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



CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS

1. The assessment for School Administration positions shall be based on the following criteria:

- Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last 10 years;
- Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- Performance based on individual performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- Outstanding Accomplishments acquired after the last promotion;
- Application of Education acquired after the last promotion;
- Application of Learning and Development acquired after the last promotion; and
- Potential measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1.

Table 1. Point System for Evaluative Assessment: School Administration Positions

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Essay, DBI)	15
Total	100

Guidelines for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Incremental Table (Table 2.a, 2.b, 2.c) and the Rubric for Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.a. Incremental Table - Education

Incremental Level	From	To
1	Less than 1 year	Less than 2 years
2	Less than 2 years	Less than 3 years
3	Less than 3 years	Less than 4 years
4	Less than 4 years	Less than 5 years
5	Less than 5 years	Less than 6 years
6	Less than 6 years	Less than 7 years
7	Less than 7 years	Less than 8 years
8	Less than 8 years	Less than 9 years
9	Less than 9 years	Less than 10 years
10	Less than 10 years	Less than 11 years
11	Less than 11 years	Less than 12 years
12	Less than 12 years	Less than 13 years
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Table 5. Components of Outstanding Accomplishments

Component	Points/Maximum Points
Awards and Recognition	2 points
Research and Innovation	3 points
Subject Matter Expert / Membership in National Technical Working Groups (NTWG) or Committees	2 points
Resource Sponsorship / Learning Facilitation	2 points
NSRP 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 or weight allocation for Outstanding Accomplishments as stipulated in Table 1 (Point System for Evaluative Assessment for School Administration Positions).

Only those 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, Meritocracy, National Economic Development Authority (NEDA), Department of Education (DepEd), and the National Science and Technology Development Agency (NSTDA), etc., shall be given maximum points in Outstanding Accomplishments (i.e. 10 points).

The details of each component of Outstanding Accomplishments, including the NSRP required and rubrics for giving points, are as follows:

a. Awards and Recognition. This may refer to outstanding employee awards and/or awards as teacher/coach.

a.1. Outstanding Employee Award

Means of verification:

- Any issuance or memorandum or document showing the Criteria for the Award; and
- Certificate of Recognition/Merit.

Rubrics:

Level	Points/Maximum Points
Applicants from national institutions	4 points
Organizational Level Search or Higher	2 points
Local Office Search	2 points
Applicants from regional offices	4 points
National Level Search or Higher	2 points
Central Office Search	2 points
Applicants from school division offices	4 points
National Level Search or Higher	2 points
School Office Search	2 points
Applicants from schools division office	4 points
Regional Level Search or Higher	2 points
Division/Principal/ City Level Search	2 points

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Applicants from schools	Points/Maximum Points
Division Level Search or Higher	4 points
School/Municipality/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 competitions/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 Competitor/Event/Activity.

Rubrics:

Level	Points/Maximum Points
Champion or Highest Place in the National Level	2 points
Champion or Highest Place in the Regional Level	2 points
Champion or Highest Place in the Division, Regional, National Level	1 point
Trainer, 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. NSRP 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:

- Proposed duty 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 (where study/research, whether published or unpublished, is otherwise approved by authorized body of the concept/s developed in the research.

Rubrics:

MOA Submitted	Points/Maximum Points
A, B, C & D	4 points
A, B, C & E	3 points
Only A, B & C	2 points
Only A & B	2 points
Only A	1 point

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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 TWG 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/Adoption by the organization/DepEd.

Rubrics:

MOA Submitted	Points/Maximum Points
ALL MOA	3 points
Only A and B	2 points

d. Resource Sponsorship / Learning Facilitation. This shall apply to applicants who have been requested and invited to share their knowledge and expertise on 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 (All valid MOAs shall be submitted):

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

Rubrics:

Level	Points/Maximum Points
Applicants from national institutions	4 points
National Level Search or Higher	2 points
Local Office Level Search or Higher	2 points
Applicants from regional offices	4 points
National Level Search or Higher	2 points
Central Office Search or Higher	2 points
Applicants from school division offices	4 points
Regional Level Search or Higher	2 points
Division/Principal/ City Level Search or Higher	2 points
Applicants from schools	4 points
Division Level Search or Higher	2 points
School/Municipality/District Search or Higher	2 points

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

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NEAP National Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Rubrics:

Level	Points/Maximum Points
Accredited National Trainer	2 points
Accredited National Facilitator	1.5 points
Accredited Regional Trainer	1 point

Illustrative example:

Applicant Chan is applying for a School Principal I (SD 18) under SD10 Baguio City. He is currently a Master Teacher I in Baguio City National High School appointed in October 2015. For the purpose of computing his Outstanding Accomplishments, he submitted the following MOAs:

Outstanding Accomplishments	Points Earned on Rubric	NSRP Summary
Awards and Recognition Outstanding Employee Award 2017 in Baguio National High School (for MOA submitted)	2 points	Not credited due to non-submission of required MOA
Writing Coach (for Principal Positioning) in 2015 NSRP (National MOA submitted)	2 points	Credited
Writing Coach (for Principal Positioning) in 2016 NSRP (National MOA submitted)	1 point	Credited
Resource Sponsorship/Learning Facilitation Certificate of Recognition as Resource Speaker in 2015 Division Training on Developing (for MOA submitted)	1 point	Credited

Applicant Chan 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 of the points is given in order to compute his Outstanding Accomplishments. He submitted the following MOAs:

Applicant Chan gets a total of four (4) 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 train 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 knowledge gained from said higher education units or degree/s earned. The application of education must bear direct or 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 information 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 mandate in the official Dugout 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 utilization/adoption signed by the Head of Office

Rubrics:

MOA Submitted	Points/Maximum Points
ALL MOA	10 points
Only A & B	7 points
Only A	1 point

7. Application of Learning and Development (LAD). Application of LAD is a proven success at the learning gained from the human resource development (HRD) intervention done/extended by the applicant which 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 5 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 applying the learning from the LAD intervention done/extended, 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.

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 responsible in nature. It may be assessed through any or all of the following:

Component	Points/Maximum Points
Written Examination (WE)	10 points
Behavioral Events Interview (BEI)	5 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 requested by the HRMPSB. Subject matter experts refer to individuals internal or external to the school where the necessary skills, or to the Department, those who have working knowledge of the specific competencies required by the position to be filled.

$$\text{Points} = \frac{X}{T} \times W$$

Where:
 X = Score/rating on written examination in percentage scale
 T = Total number of test items or highest possible score
 W = Weight Allocation for WE

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

DepEd has a list of approved testing agencies for the Principal Test / NQSEH. The list is available at the DepEd Division Office (DDEO) or the DepEd Division Office (DDEO) website.

The applicant's inability to take the principal's test shall not be considered grounds for disqualification. His test result shall only mean to score under the Written Examination component.

Illustrative example:

<p>Exam position: School Principal I - SD 18</p> <p>$X = 185$ (Principal's Test numerical score) $T = 200$ $W = 10$</p> <p>Points = $\frac{(185/200) \times 10 = 9.25$</p>
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For promotion and appointment to higher school principal positions, the HRMPSB or subject matter experts may be requested by the HRMPSB to develop a written examination which shall be the basis for scoring the component on Written Examination (5 points).

Illustrative example:

<p>Exam position: School Principal II - SD 20</p> <p>$X = 85$ (Score from the SDO-developed written exam) $T = 100$ $W = 5$</p> <p>Points = $\frac{(85/100) \times 5 = 4.25$</p>
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a. 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 situations 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 behaviours that are linked 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 that the applicant faced, the Actions that the applicant took, and the Results of those 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 such 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.

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