



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-__ 257 __

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 POSITION FOR SCHOOL PRINCIPAL
POSITION

Date : August 28, 2025

This Office announces the acceptance of applications for School Principal position in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS				
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
SCHOOL PRINCIPAL I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired	5 years teaching experience and 1 year relevant experience in any of the following; learning area coordination, subject area supervision, school management and operations,	RA 1080, as amended (Teacher)	National Qualifying Examination for School Heads (NQESH) Passer



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		within the last 5 years	instructional supervision		
Plantilla Item No.: OSEC-DECSB-SP1-750217-2010 SG: 19 Monthly Salary: ₱56,390.00 No. of Vacancy/ies: 1 Place of Assignment: ELEMENTARY EDUCATION JOB SUMMARY: Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.					

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/R.A. 1080/LET/PBET/NQESH;
- 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/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



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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 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



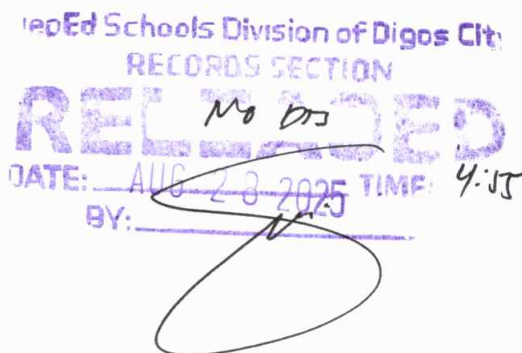
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September 24, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
September 24, 2025- Septemeber 28, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview 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, PhD, CESO VI
 Schools Division Superintendent



OSDS/ADMIN/HR/bpp



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Table 5. Components of Outstanding Accomplishments

Component	Points/Maximum Points
Awards and Recognition	7 points
Research and Innovation	4 points
Subject Matter Expert / Membership in National Technical Working Group (NTWG) or Committee	3 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 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 responsible award giving bodies, such as CSC, Memorabilia, 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 teacher/coach.

a.1. **Outstanding Employee Award**

Means of verification:

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

Rubrics:

Level	Points/Maximum Points
Applicants from national institutions	
Outstanding Level Branch or Higher	4 points
Local Office Search	2 points
Applicants from regional offices	
National Level Branch or Higher	4 points
Central Office Search	2 points
Applicants from regional offices	
National Level Branch or Higher	4 points
Regional Office Search	2 points
Applicants from school division office	
Regional Level Branch or Higher	4 points
Division/Provincial/City Level Search	2 points

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

a.2. **Awards as Trainer/Coach.** This refers to awards given 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 Contestant/Event/Activity.

Rubrics:

Level	Points/Maximum Points
Champion or Highest Placer in the National Level	3 points
Champion or Highest Placer in the Regional Level	2 points
Champion or Highest Placer 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 active or progressive manner, only the highest-level award shall be considered (e.g. NSIC 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 DDO 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 (whose study/research, whether published or unpublished, is likewise approved by authorized body of the concept/s developed in the research.

Rubrics:

MOVs 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	1 point

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For collaborative research studies/inventions, 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 NTWGs 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:

MOVs Submitted	Points/Maximum Points
All MOVs	3 points
Only A & 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 Sponsor, Resource Person, Trainer, and/or Learning Facilitator in seminars, training programs, conferences, convention, congress, forums, learning action cells (LAC), webinars, etc.

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

- Issuance/Memorandum (Invitation/Training Matrix);
- 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	
Outstanding Level Branch or Higher	4 points
Local Office Level Search	2 points
Applicants from regional offices	
National Level Branch or Higher	4 points
Central Office Level Search	2 points
Applicants from regional offices	
National Level Branch or Higher	4 points
Regional Office Search	2 points
Applicants from school division office	
Regional Level Branch or Higher	4 points
Division/Provincial/City Level Search	2 points
Applicants from schools	
Division Level Branch or Higher	4 points
School, Municipal, District Search	2 points

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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 Points
Accredited National Educator	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

f. **Illustrative example:**

Applicant chose to apply for a School Principal (SD) II within SDI Division City. He is currently a Master Teacher II in Division City National High School. He submitted the following MOVs for the purpose of computing his Outstanding Accomplishments, he submitted the following MOVs:

Outstanding Accomplishments	Points based on Rubric	RELEVANT
Awards and Recognition Outstanding Teacher Award 2017 in Division City National High School (for MOVs submitted)	2 points	Not considered due to non-submission of required MOVs
Writing Check (1st Prize Presentation) in 2015 NSIC (for MOVs submitted)	2 points	Credited
Writing Check (1st Prize Signature) in 2016 Division City National High School (for MOVs submitted)	1 point	Credited
Resource Sponsorship/Learning Facilitation Certificate of Recognition as Resource Sponsor at 2016 Division City National High School (for MOVs submitted)	1 point	Credited

Applicant chose to give three (3) points for his Awards as Teacher/Coach earned in 2015 and 2016, and one (1) point for his Resource Sponsorship in 2016. However, none of the MOVs is given in order to compute his Outstanding Accomplishments.

g. **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 units 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 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 mandates in the official DepEd Office Memoranda 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:

MOVs Submitted	Points/Maximum Points
All MOVs	10 points
Only A & B	7 points
Only A	3 points

7. **Application of Learning and Development (LAD).** Application of LAD is a proven success of the learnings 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 internal applicants, a certification from HR stating that the LAD intervention is aligned with the core values of the applicant in their current or previous position shall be required.
- Action Plan/Re-entry Action Plan (RAPAP)/Job Embedded Learning (JEL) Impact Project applying the learnings 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:

MOVs Submitted	Points/Maximum Points
All MOVs	10 points
Only A, B & C	7 points
Only A & B	3 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 assessed through any or all of the following:

Component	Points/Maximum Points
Appointment to Entry Level School Principal positions (SE I, SE II, ASP II)	5 points
Appointment to Other and Higher School Head positions	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 requested by the HMMPS. 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.

Points = $x/71 \times 75$

Where:
x = Score rating in written examination in percentage scale
71 = Total number of test items or highest possible score
75 = 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 (PQSE) 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) and DepEd Order No. 10, s. 2015 (DepEd Order No. 10, s. 2015)

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

Illustrative example:

Exam position:
School Principal I - SD 19

x = 165 (Principal's Test numerical score)

W = 10

Points = $(165/200) \times 10 = 8.25$

For promotion and appointment to higher school principal positions, the HMMPS or subject matter experts as may be requested by the HMMPS shall develop a written examination which shall be the basis for scoring the component on Written Examination (8 points)

Illustrative example:

Exam position:
School Principal II - SD 20

x = 85 (score from the SDI-developed written exam)

W = 5

Points = $(85/200) \times 5 = 4.25$

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 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 behaviors 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 Task/s 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:

- Applicant. 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. Hence, 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 HMMPS.

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 HMMPS 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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