# 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		QUALIFIC	CATION STANI	DARDS	
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



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

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

	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 <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: <a href="https://bit.ly/ChecklistOmnibusVer2">https://bit.ly/ChecklistOmnibusVer2</a>), 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 preassessment 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- September 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, PhD, CESO VI Schools Division Superintende it

RECORNS SECTION

DATE: All 2005 IIM

OSDS/ADMIN/HR/bpp



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# nce mane analy or improve in manippe or carectest rapport may, in corresponding points on a centralized beauty provided, that it aims! /or degrees earned are relevant to the position applied vided further, that the subjects completed are not duplicated.

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- able provisions under Rule VER Part I to IV of the CSC ORACHEDA apply in the appreciation of referent Education, Training, and tence qualifications and giving of points to ETE circlicutests.

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# Table 5, Compe

Cogseseat	Points out and the Assessment Security
Assurds and Recognition	7 paints
Research and Innovation	4 points
Buhject Matter Expert / Membership in	3 points
Method Technical Wesking Groups (TWO)	
or Consmittees	
Measurer Speakcrobip / Learning Facilitation	2 pořeta
HEAP Accordited Leaguing Facilitator	2 soletu

The points silocution in Table 5 shall serve as the maximum or ceiling points that may be carried for each component. The points cannot from each component countries to the forest cannot be the control of the control

Only those outstanding accomplishments acquired or earned after the last emotion shall be considered eligible to be given points.

Mational feed individual negate organized from a thorough search process and given by requested enough design before the process and given by requested enough design bodies, such as CSC, Metrobanet, National Economic Development Audubority (MSEA). Development Audubory of the Philippiness (DAP), Deptid, 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:

- Assards and Recognition. This may refer to outstanding employee awards and/or powerds as tracter/coach.
  - a.1. Outstanding Employee Award Means of varification:
  - - sheans of eurification: A. Any isocamer, memorundum or document showing the Criteria for the Search; and Lordicate of Recognition/Merit.

Leval	Polising and spine and
Applicants from external institution	
Opposizational Level Search or Higher	4 peicts
Local Office Search	2 mésts
Applicants from control office	
National Level Search or Higher	4 points
Contrat Office Sourcis	2 joints
Applicants from regional office	
Netional Level Search, or Higher	4 points
Rectorual Office Senrols	2 points
Applicants from schools division office	
Regional Level Search or Higher	4 pelate
Distaion/Provincial/City Level Search	2 poirts

NEAP accredited Learning Facilitator. This shall apply to applicants who have been given accreditation as Learning Pacilitator by the National Educator Academy of the Philippines (NEAP).

# Means of verification:

- Cartificate of Recognition as Learning Facilitatus issued by NKAP Regional Office
   Continues of Recognition as Learning Facilitatus issued by NKAP Octorial Office.

Lored	Pointages training fraditions
Accredited National Assessor	2 points
Accredited National Trainer	1.5 points
Accredited Regional Treases	1 point

Applicant Chim in applying for a Serious Poloniqued (200 interest SDO Sepsio Chip. He is convertige a Master Toucher I in Engain City Political High Serious appairant in October 2013. For the proposes of computing his Chatstanding Arcomphilineses in the subscitted the Interna-Nation

Outstanding Accompilatorous	Points based on Rubetc	HEMPOD Zemerko
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Application of Bilmentien. Application of education in the contribution static applicant to their warigitators as a result of their fearings from their education applicant to their warigitators as a result of their fearings from their education application. The state of their education is the filled. Federal shall be given to an entire who has succeedingly applied the learnings guisand from a sold precision until the state of edges (a sound. The application of education struct have led to literac, positive results in the applications' scarges or ensures have led to literac, positive restrikts in the application's current or ensures have led to literac, positive restrikts in the application's current or ensures have led to literac, positive restrikts in the application's results are successful.

The applicant's inability to take the principal's test shall not be consider, grounds for disqualification. No test result shall only mean to score un the Written Examination component.

Pacent position. Behavi Principel I - BG 19	
x = 165 (Principal's Text numerical seven) Tr = 200 VDL = 10	
Paintapon = (165/200) * 10 = 8.25	

For promotion and appointment in higher school principal positions, the HIMPSD or subject matter experts as may be requested by the HIMPSD shall develop a written enumination which shall be the basis for scoring the component on Withher Kaminasian (5 points).

# Illustrative example:

School Principal II - 80 20	
$z=85$ (acces from the SDO-developed written exam) Tf = 100 $^{\circ}$ MA = S	

# Fointain + 85/200 + 5 - 4.25

- Rehatefour-al Eventa Interview (REE) refers to the consist of direct loquity with the applicant, flowaring on their display of desired behaviourly a when the applicant, flowaring on their display of desired behaviourly when assignment to appeal currents are conditions in their previous notifier current weekplain. IEEE Is based on the principle that past behaviour the key technologism. The STAR approach draws flower conditions the special conditions that are included not the required comprehensies have been children by the applicant. The STAR approach draws flower on across flowaring the special conditions to the Actions that the applicant sook and the Results of those actions. The STAR approach are conditioned to the Actions that the applicant sook and the Results of those actions. The STAR approach are soot to assert the following arrans:
  - Ageinude. The IREI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to to litell and those higher positions that are more technical in assume. Intell and those higher positions that are more technical in assume aspects such as the applicant's psychological and social well-being. Please. It shall serve as an avenue to evaluate an applicant's Job PRL Location PIL and Organizational PIL. Other areas that may be lifertified by the IREINPERS.

The points allocated for BEI component (5 points for write) kneel and 10 points for higher positions) shall be the maximum or ceiling points that may be carried for except the points of the points of the component of the points of the points of the points of the point of the BEI component. The FIGMENTED shall determine the appropriate areas relevant to the position to be filled and ussign points to each area not exceeding the maximum or ceiling points for fell.

Applicants from anheols

Division Level Search or Higher 4 points
School Municipality District Level Search 2 points

a.2. Asserds as Trainer/Couch. This refers to awards gained by applicants as trainer/couch to any academic or non-academic competitions/activities.

# Menna of verification.

- Any issuance or memorandum designating the applicasts as trainer/coach; and
   Certificate of Recognition/Appreciation as Trainer/Coach of a Winning Comission/Event/Activity.

Lovel	Points Tration Court Areas
Champion or Highest Macor in the National Level	3 ующья
Champion or Nichest Placer in the Regional Level	2 points
Champion or Highest Planer in the	1 point

rior multiple neareth received from the sauer event giving body and/or seast category that are conducted in series or progressive mature, by the highest-level award shall be considered (e.g. RNIC winning couch at the circuison, regional, national level). Similarly, only the highest several shest given points in cases where applicants submit multiple awards from offerent several grints bodies.

# search and Innocation

# Megas of verification:

- Media or wincza-baA. Proposal duly approved by the Head of Officer or the designated
  Research Committee per DO No. 16. s. 2017

  R. Accomplishment Report weight by the Head of Office

  The Committee of the Committee of the Committee of Office

  the School (effect duly signed by the Head of Office

  D. Critification of adaption of the Innovation or research by
  sunctor school (effect duly signed by the Head of Office

  Proof of citation by other researchs; whose sixty/restarch,
  with the Committee of the Committee of

MOVe Submitted	Point Statematon (Storough	
A.B.C&D	4 Justin	
A.B.CAE	4 Points	
Only A, B & C	3 Points	
Only A & B	2 Neinte	
Onl: A	1. pwint	

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 inferwantion is described as the intervention that is directly applicable to the functional unit where the position applied for is lodged. An increvation 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 Depth Office Punctions or Office Oriens for the creation of the functional unit.

If the intervention made by the applicant does not meet the criteria to be Aview then said intervention shall be considered and be given corresponding points us the rubrics for Not Relevant.

# Means of verification:

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ALL MOV»	10 points	5 pelats
Only A ft B	7 paints	7 points
Only A	S points	3 yearst

7. Application of Learning and Development (LAD). Application of LAD is a proven ancreas 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 L&D or intervention made by the applicant that in relevant and applicable to the position to be filled. The definition of advanced interaction as stimulated in 18mm for this Order shall anoth.

- ACCESSED A COLLEGE OF Training or Certification on any applicable IAD intervention around that is aligned with the Individual Development Plan DIDI; for enterin applicants, a certification from HR stating that the IAD intervention is aligned with the cover basis of the applicant is intervention in adjusted with the cover basis of the applicant is intervention in adjusted with the cover basis of the applicant is intervention in adjusted with the LaD intervention from Plan (BEAM)-Ob Embedded Learning, 1873,1 Impact Project applying the kernings from the IAD intervention done/attended, duly approved by the Head of Olificer.

Office:
C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level:

For collaborative research studies/innovations, the total points shall be divided by the number of authors/researchers indicated in the copyright page.

this place Mexican Report / Membership in Mexicant TWile or Committees. This shall apply to applicants who have bone chosen and requested to use their technical sourceding, alkins, and experiences to develop mentation. The shall apply to applicants who have bone chosen and requested to use their technical sourced and applications and sensing mentals. Bulget matter appears or remembership in RWIGs or Committees must, however, be relevant to the position being applied for motors to be given position.

# Means of verification:

- Sanuance/Memorandum showing the membership in NTWQ or Committees;
   Certificate of Participation or Attendance; and
   Output/Adoption by the organization/Depild.

Resource Spenkership / Learning Fucilitation. This shall apply applicants who leave them requested and invited to share their innovious and expertise on specific subject materies. This may include application who served as a Resource Spenker, Resource Person, Trainier, and Learning Picilitator in ecolators, training programs, conference conversib, congress, fortune, kearning action cells [LAC] resolute, etc.

- everifon, congress, ferums, learning action cells [LAC] resiston
  Means of verification [All listed MOVs shall be submitted;
  A. Issumere/Memorandum/Intribited/Tribing/Marfux.
  9. Ortificate of Recognition/Nett/Commendation/App
  and;
  Stille deck/n used and/or Session guide/s.
  Rubrics.

RESOURCES.	
Level	Printed Services and Strathard Services Printed Services
Applicants from extensel heatfulfon	
Occuminational Level Strankership or Higher	2 /wiets
Local Office Level Scenkecahin	1 point
Archicagis from central office	
National Level Speakership or Higher	2 /voleda
Central Office Lovel Speakership	1 stohat
Applicants from regional office	
National Loyd Speaken-blo- or Higher	2 points
Heritoral Office Speakwoold:	1 years!
Ayytteanta from sekuula division office	
Regional Level Speakership or Higher	2 colets
Division Prostruial City Level Synokerolity	1 pelat
Apollomela fram soboulu	
Division Level Speakership or Higher	2 yearts

D. Accomplishment Report together with a General Certification that the L&D Intervention was used/adopted by a different office at the local/higher level.

MITTE Relimitted	Potentia controllera est satte		
	Relevant	Not Balevani	
ALL MOVa	10 points	5 points	
Only A, B, & C	7 protesse	3 points	
Ottl: A fb B	5 polists	1 point	

8. Potential. Potential refers to the capacity and ability of an applicant to assume the durine and responsibilities of the position to be filed, and those higher positions that are some technical in nature. It may be measured through any or all of the following.

Component	Petetapagua	
	Appeintment to Entry Level School Principal positions (SP L SSP L ASP II)	Appointment to Other and Higher School Head positions
Written Engenerations (WE)	10 points	5 points
Behavioural Events Interview (1983)	5 points	10 pránta

a. Written Econolisation refers to the standardised examination which seconsures the knowledge, longuage profescept, ability to present ideas, longuages and industriably ability of the applicant. The text and evaluation of the control of the seconsure of the control of the seconsure of the s

# Pointson = x/TI \* WAnn Where: X = Scare/ rating in written examination in penalthuse scale X = Total number of lest items or highest possible score WA = Weight Allacation for WZ

For the purpose of feiring and appointment to enter-level acknowl principal positions\*, the applicant's score in the Principal's Toxt / National Qualifying Examination for School Heade (NQESH) or a similar standardized examination autionatly administered by Depid shall be basis for scoring the component on whites Saxonimation (10 points).

"Surry-cool miles prepared positions faminds School Principal I (SP 1s. Spring Return I Principal I (SEP 1s.