Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-__:258___

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 28, 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 IV (ADMINISTRATIVE OFFICER II)	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Secon d Level Eligibility	

Plantilla Item No.: OSEC-DECSB-ADOF4-750012-2025

SG: 15

Monthly Salary: ₱40,208.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give

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

recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.

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-ADOF2-750624-2025

SG: 11

Monthly Salary: ₱30,024.00
No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Informations (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.

VACANCY	QUALIFICATION STANDARDS				
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
LEGAL ASSISTANT	BS Legal Management , AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service (Professional) Second Level Eligibility	



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Plantilla Item No.: OSEC-DECSB-LEA1-750010-2025

SG: 10

Monthly Salary: ₱25,586.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

To gather, examine and analyze information/facts received and conduct investigation on cases/ matters/ issues received/ submitted/ referred to the Schools Division Office and to provide clerical support to the Attorney III for the effective and efficient operation of the Legal Unit.

VACANCY		DARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT I (ACCOUNTING MACHINE OPERATOR II)	Completion of two years studies in college	None Required	None Required	Career Service (Sub- professional)/First Level Eligibility

Plantilla Item No.: OSEC-DECSB-ADAS1-750073-2014

SG: 7

Monthly Salary: ₱20,110.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.

To provide administrative support to the Finance Services functions.

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	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	



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Plantilla Item No.: OSEC-DECSB-ADA6-750119-2014

SG: 6

Monthly Salary: ₱18,957.00 No. of Vacancy/ies: 1

Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

JOB SUMMARY:

To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

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;
- 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. <u>Please see Facebook page post to access</u> 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 **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	SDS Personnel	Face-to-
	transmittal of all application documents	AO IV – HRMO II HRMPSB	Face
	to HRMO for pre-	Secretariat	
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	documents		



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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
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 Superintendent

PepEd Schools Division of Digos City
RECORDS SECTION

JA

OSDS/ADMIN/HR/bpp



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CRITERIA AND FOIRT SYSTEM FOR HERING AND PROMOTION TO MOS-TEACHING POSITIONS

. The assessment for Non-Teaching positions shall be based on the following

- In the execution units and/or degree relevant to the position to be filled, as Relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC.

 Transless frours relevant to the position to be filled, rescending the statement qualification requirements as defined in the CSC approved QS, exquired for the statement of the position of the statement of the position of the filled, executing the minimum qualification requirements and efficient in the position to be filled, executing the minimum equalification requirements and efficient requirements and confident in the CSC approved QS.

 Performance bessed on submitted performance rating covering set (1) years relevant to the position to be filled. current or previous 300 to position relevant to the position to be filled; current or previous 300 to position relevant to the position to be filled; current or previous 300 to position relevant to the position to be filled; current or previous 300 to position relevant to the position to be filled; current or previous 300 to position relevant to the position to be filled; current or previous 300 to position relevant to the position to be filled; current or previous 300 to position relevant to the position to be filled; current or previous 300 to position relevant to the position to be filled; current or previous 300 to position relevant to the position to be filled, as a second of the filled as a second of the filled

- 2. The point system for evaluative assessment is detailed in Table 1. Peints assigned to each exterior shall vary from one salary range to another, girns, precables to specific extrain that are some relevant to the position to the filled. As each, its cliented Services position, higher precision is given to Putravial (50 points) and Experience (50 points) stam the other criteria. Similarly, Claff speakings (50-74) give more focus on previous Performance (50 points), Protection (50 points), and Experience (50 points).

Criteria	Breakdown of Points					
	Gennal Gerntees	50-1-9 (Bas-General Becolava)	50 10-23 50 ft 60 07	NO 24 (Chief		
a. Education	5	5	5	10		
b. Training	5	5	10	5		
c. Experience	20	20	15	15		
d Performance	10	20	20	20		
e. Outstanding Accomplishments	. 8	10	10	10		
f. Application of Education		10	10	10		
g. Application of L&D	-	10	10	10		
h. Potential (Written Yest, FiEL, Work Semple Test)	55	20	20	202		
Total	100	100	001	100		

Rubrics for Computation of Points per Criterion

3. Education, Training, and Experience (ETE). The points for ETE, corresponding to the applicant's qualification according the OS, shall be computed using the incurrented Table (Table 2. A. D. A.); and the following for Computation of Points for TE: (Table 3). Only those qualifications that are relevant to the position to be failed shall be given points.

Table 2.s. Increments Table - Education

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Table 3. Rubries for Computation of Points for Education, Training, and Experience

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Training: 5 points Experience: 10 points	2 incresemts	х	S incomenta	3	6-7 ignerations	1.9
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Vocani position: Administrative Assistant II (Disbarating Officer II; – 86 & Level and Salary Ruspe: SO 1-9 (Non-General Services)

Siffunction Standards per CTC-approved QB

Education: Completion of 2 years in college
Providing: 4 hours of relevant training
Experience: 1 year of relevant experience

a. Based on the minimum QS of the position to be filled, the HRMPSB shall determine the baseline level for computing the points for ETS using the locements Table as shown in Table 2.e. 2. b. and 2.e.

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b. After determining the baseline level, the HRNPSB shall compute for the increments of the applicant's actual qualifications based on the submitted documentary majutements. Novement shall refer to the difference between the applicant's actual qualification level and the corresponding level of the minimum (baseline) (Se requirement of the position to be filled.

Only qualifications that are relevant to the position to be filled and which exceed the minimum (baseline) Q3 requirements of the position shall be given curresponding points in the computation of increments.

Compositation of increments based on actual Education qualification of Applicant A:

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c. After computing the number of increments from the minimum (biaselinc) QS requirement, the corresponding points earned by the applicant for ETB shall be determined using Table 3 (Rubrics for Computation of Paints for Education, Twenting and Experience).

Using the applicable retries for the SG 1-9 (Non-General Services) as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is an follows:

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- The following general guidelines shall be observed in giving correspondents to relevant Education. Training, and Experience qualifications
 - Education units and/or degrees in multiple or different majors may be given corresponding points on a cassulative basis; privided, that the units and/or degrees earned are relevant to the position applied for; provided further, that the subjects completed are not duplicated.
 - E. Consistent with the provisions of the CSC ORACHRA, units and/or degrees of Ductor of Medicine from a CHED-recognized institution may be considered measur's units and/or degree for purposes of

- Relevant training boars earned from digital/virtual/volline loarning and be considered, subject to the conditions prescribed in CSC Metacomputer (Circular MO), No. 5, a 2021 [General Outdefines on Digital/Online Learning in the Public Sector).
- Released experience global from part time sorts of at least four (4) hours per seg may be considered, provided, that the appropriate part seg may be considered, provided, that the appropriate contributes of finglescents in advantant with details on the actual number of hours rendered. Per purposes of global points, the mostila results of hours rendered. Per purposes of global points, the mostila coverage of electrone dependence estimated abadia the transaction to the applicability mostility or justice of experience based on the CSC required called 70-flower per edge workship.

- 4. Preformance: Performance refers to the assessment of how tealss, distins, and responsibilities are carried out or accomplished by the applicant as evidenced by performance neiting document or other means of verification. The performance rating document or other means of verification. The performance rating or performance that is the current or previous lide or provides that is returned to the position to be fined death by used for purposes of giving periods per performance.
 - Positions with experience requirement. Applicants to positions that require experience must submit latest performance rating's covering one (1) were performance in the current and previous lob or position that is relevant to the position to be filled. Cumputation of points for performance shall be as follows:

Pointsperiermanni = x/S * WAtherbrown

Vincent Plantine. Administration Abids W - SH 6 Allement Sentency	Vanarii pebiline: Ağındarlarısise Asalstanı II (Dibbarsing Officer II) – B4 A (Olive geolge of peoillesis) Subay Orodoni			
x = 4.556 Wa = 20	x = 4.336 WK = 30			
Printspotences = 4.394/6 * 10 = 8.712	Printspoposous = 4.556/5 * 20 = 17.424			

The performance rating required for internal applicants ahall be the rating derived from the Results Based Performance Management System (RPRS) individual Performance Commissioned and Review (RCS) Form obstication than the applicant's current or previous job or position that is relevant to the position to be filled.

An official or employee who is on official leave of absence, for reasons such as maternity leave, local or freeign scholarship, rinking grant, or other CGC-authorized official leaves, may be considered for promotion. In such cases, a performance nating in the last nating period prior to the leave of absence shall be required.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion, if applicable.

c. 2. Beternal applicants

For external applicants whose performance is measured using a five (5)-level adjectivel, performance rating scale, the midpoint value of the 679-87 rating finalle 4 equivalent to the adjectivel arting shall be used not applicant's performance rating (3). The Certificate of Rating must be supported with the Performance Substantion Tool.

RPMS Rating Scale	Midpoint Value
Outstnorling 4.500-5.000	4.75
Very Satisfactory 3 500-4 499	3.995
Setisfactory 2,500-3,400	3.995
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Vocard position: Administrative Assistant II (Dishursing Officer II) — BG it (Other groups of positions/Salary Gesties) Adjectional Performance Easting Scale In the province job-Subnur Expendition, Seads Improvement, Good; Strong Tota Mindal Performance rating of the applicant: Strong

Posttions with no experience requirement. Applicants to positions that do not require persons experience muse substat the board examination or Cerece Service Sightbility ratingles. For Ceneral Services appointed nate do not large Elighbility requirement, the General Services positions that do not large Elighbility requirement, the General Weightand Awarage (GWA) in the highest andmostly grade level cannel ability to explore the HIMETO'S must develop a system that trustmutes the OWA to a percentage solid. Comparation of points for performance shall the solidors eshall the solidors eshall the solidors of the service shall the solidors of the solidors of the service shall the soli

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Where: x - Roard Eusyn/CS (Highbilty rating/AWA travenuried in percentage scale WA - Weight Allocation for Performance (10 points) for General Services; 20 points for Other Groups of Postborts/Solary Gradus)

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- search and Sengaliffen. This may refer to citations or commendations, and citation and commendation of commendation and commendation. This shall apply only to applicate season Services positions.

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a.3. Outsunding Briphiger Award. This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

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

A. Certificate of Recognition as Learning Facilitator issued NEAF Respond Office
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