



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025- 247

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 : RE-ANNOUNCEMENT OF VACANT POSITION FOR MASTER  
TEACHER POSITION

Date : September 01, 2025

This Office re-announces the acceptance of applications for Master Teacher positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS				
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
<b>MASTER TEACHER I (ELEMENTARY GRADES)</b>	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum , Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the	5 years teaching experience	RA 1080, as amended (Teacher-Elementary /Secondary )	Must have demo teaching in the division level



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		last 5 years; or Completion of NEAP- requisite professional developmen t program for Career Stage III (Highly Proficient Teacher)			
<b>Plantilla Item No.:</b> OSEC-DECSB-MTCHR1-750411-2022 <b>SG:</b> 18 <b>Monthly Salary:</b> ₱51,304.00 <b>No. of Vacancy/ies:</b> 1 <b>Subject:</b> N/A <b>Place of Assignment:</b> DIGOS ORIENTAL DISTRICT <b>JOB SUMMARY:</b> Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, research, community linkages, professional development and provided at least 20% assistance to school head in program implementation.					

Qualified applicants to the **ABOVEMENTIONED POSITIONS** 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 SDS containing the following information:
  - i. Statement of purpose/expression of interest; and
  - ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID/R.A. 1080/LET/PBET;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever applicable;
- h. Photocopy of latest appointment (for those applying for promotion); if any;
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any (**Note:** Only L&D or training in curriculum, pedagogy, and/or in relevant subject, learning area specialization, or strand, such as but not limited to relevant NEAP-recognized professional development



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programs and courses, shall be given corresponding points. **Please attach the CERTIFICATE OF PARTICIPATION**;

- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), **(Applicable only for those who are applying for TLE/TVE subject)**;
- k. Photocopy of the required Performance Ratings with **at least Very Satisfactory rating**. (Note: Submit at most **three (3) performance ratings** depending on the performance requirements per item 25 of this order. The latest performance rating **shall cover one (1) year complete** performance rating period in the current position);
- l. 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/OMNIBUS202520>*), **notarized by the authorized official**;
- m. Other documents as may be required by the HRMPSB for comparative assessment (e.g, Portfolio or Means of Verification (MOVs) for the assessment of Identified PPST NCOIs;
- n. Submit the soft copy of your list of trainings using this format (You may download the file in this link <https://bit.ly/TrainingsFormat>) and send to this email "hr.digoscity@deped.gov.ph"; and
- o. 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.**

**Individuals who failed to submit complete mandatory documents (Items a to l) 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 m) shall not warrant exclusion 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. 20, series of 2024** (please access this link [https://www.deped.gov.ph/wp-content/uploads/DO\\_s2024\\_020.pdf](https://www.deped.gov.ph/wp-content/uploads/DO_s2024_020.pdf)). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website ([www.depeddigoscity.org](http://www.depeddigoscity.org)). At the same time, qualified applicants will be informed through e-mail and/or text message.

Original copy of documents must be presented during the conduct of evaluation of documents, thus, only those submitted documents will be given corresponding points.

The deadline for the submission of the applications for interested applicants to **Division Office-Records Section** is on **September 11, 2025**. You may submit to



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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:

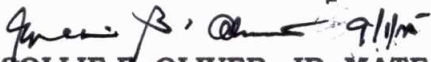
Date	Activities	Personnel Involved	Mode
September 01, 2025- September 11, 2025	Submission of application documents	Applicants Records Section	Face-to-Face
September 12, 2025	Forwarding the transmittal of all application documents to HRMO for pre-assessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to-Face
September 15, 2025- September 26, 2025	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS) (Experience, Training and Eligibility)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
September 29, 2025- October 01, 2025	Conduct evaluation on Applicant's performance	HRMPSB SUB-COMMITTEE	Face-to-Face
October 02, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
October 02, 2025- October 06, 2025	Issuance of memorandum on the conduct of teaching demonstration (PPST COIs, Portfolio Annotations and BEI (PPST NCOIs) and open assessment	AO IV – HRMO II SDS	Online
October 07, 2025- October 13, 2025	Conduct of teaching demonstration (PPST COIs)	HRMPSB SUB-COMMITTEE	Face-to-Face
October 14, 2025- October 27, 2025	Conduct of Portfolio Annotations and BEI (PPST NCOIs)	HRMPSB SUB-COMMITTEE	Face-to-Face
October 28, 2025	Conduct open assessment of applicants	HRMPSB SUB-COMMITTEE HRMPSB Secretariat	Face-to-Face




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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.

For and in the absence of the  
Schools Division Superintendent  
MELANIE P. ESTACIO, Ph.D, CESO VI

  
**SOLLIE B. OLIVER, JD, MATE**  
Chief Education Program Supervisor  
School Governance and Operations Division  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: SEP 01 2025 TIME: 4:35 p  
BY: 

OSDS/ADMIN / HR/bpp



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## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( ) Solo

Parent: Yes ( ) No ( )

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			
l.	<b>Submit the soft copy of your list of trainings using this format <a href="https://bit.ly/TrainingsFormat">https://bit.ly/TrainingsFormat</a> and send to this email "hr.digoscity@deped.gov.ph"</b>			
m.	Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath