



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 762

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 AND ANNOUNCEMENT OF VACANT
POSITIONS FOR NON-TEACHING POSITIONS

Date : November 27, 2025

This Office re-announces and 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 ASSISTANT III (SENIOR BOOKKEEPER)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADAS3-750327-2018 SG: 9 Monthly Salary: ₱ 23,226.00 No. of Vacancy/ies: 1 Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT JOB SUMMARY: <ul style="list-style-type: none">This position shall assist in finance and administrative related services such as accounting, budgeting and payroll processing and ensuring efficient office operations.				



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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT II (CLERK IV)	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADAS2-750005-2014 SG: 8 Monthly Salary: ₱ 21,448 .00 No. of Vacancy/ies: Place of Assignment: KAPATAGAN NATIONAL HIGH SCHOOL JOB SUMMARY: <ul style="list-style-type: none"> This position shall assist in finance and administrative related services such as accounting, budgeting and payroll processing and ensuring efficient office operations. 				

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	Career Service (Sub-professional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADA6-750124-2014 SG: 6 Monthly Salary: ₱ 18,957.00 No. of Vacancy/ies: 1 Place of Assignment: CURRICULUM IMPLEMENTATION DIVISION JOB SUMMARY: <ul style="list-style-type: none"> To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division. 				



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VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE AIDE III (CLERK I)	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility
<p>Plantilla Item No.: OSEC-DECSB-ADA3-750085-2004</p> <p>SG: 3</p> <p>Monthly Salary: ₱ 15,852.00</p> <p>No. of Vacancy/ies: 1</p> <p>Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL</p> <p>JOB SUMMARY:</p> <ul style="list-style-type: none"> To provide descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation and policy direction as well as, ensure basic education data quality and access by intended users. To monitor and evaluate implementation of policies and guidelines related to planning and education and data management systems by the schools and learning centers. 				

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:

- Letter of intent addressed to the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of valid and updated PRC License/ID;
- Photocopy of Certificate of Eligibility/Rating;
- 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 with Master's Degree/Units). (Note: e-Cav must be submitted for Bachelor's Degree Graduate/Master's Degree Graduate or Master's Degree unit earner);
- Photocopy of Certificate/s of Training;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
- Photocopy of latest appointment;
- 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;



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- 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; and
- 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"**
- m. Screenshot of the submitted online application from the filled-up DepEd Digos City Job Application Form.

Applicants are required to fill out the electronic microsoft 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. 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 **December 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:



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Date	Activities	Personnel Involved	Mode
November 27, 2025- December 07, 2025	Submission of application documents	Applicants Records Section	Face-to-Face
December 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
December 10, 2025- December 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
December 26, 2025	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
December 26, 2025- December 30, 2025	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
January 02, 2026- January 05, 2026	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.

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

RECEIVED
NOV 27 2025
TIME: 4:15pm
BY: *[Signature]*
OSDS/ADMIN/HR/bpp

[Signature]
IDA I. JUEZAN
Public Schools District Supervisor
Officer-In-Charge *11/27/2025*



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CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TEACHING POSITIONS

- The assessment for Non-Teaching positions shall be based on the following criteria:
 - Education units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
 - Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
 - Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
 - Performance based on submitted 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 (LAD) acquired after the last promotion; and
 - Potential measured using other evaluative assessments.
- The point system for evaluative assessment is detailed in Table 1. Points assigned to each criterion shall vary from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled. As such, for General Services positions, higher premium is given to Potential (35 points) and Experience (20 points) than the other criteria. Similarly, Chief positions (30-24) give more focus on previous Performance (20 points), Potential (20 points), and Experience (15 points).

Table 1. Point System for Evaluative Assessment: Non-Teaching Positions

Criteria	General Services	Breakdown of Points		
		GS 1-9 (Non-General Services)	GS 10-22 and GS 27	GS 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	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of LAD	-	10	10	10
h. Potential (Written Test, B2, Work Sample Test)	55	20	20	20
Total	100	100	100	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 Increments Table (Table 2.a, 2.b, 2.c) and the Rubrics 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. Increments Table – Education

Increment Level	From	To
1	One (1) year	Two (2) years
2	Two (2) years	Three (3) years
3	Three (3) years	Four (4) years
4	Four (4) years	Five (5) years
5	Five (5) years	Six (6) years
6	Six (6) years	Seven (7) years
7	Seven (7) years	Eight (8) years
8	Eight (8) years	Nine (9) years
9	Nine (9) years	Ten (10) years
10	Ten (10) years	Eleven (11) years
11	Eleven (11) years	Twelve (12) years
12	Twelve (12) years	Thirteen (13) years
13	Thirteen (13) years	Fourteen (14) years
14	Fourteen (14) years	Fifteen (15) years
15	Fifteen (15) years	Sixteen (16) years
16	Sixteen (16) years	Seventeen (17) years
17	Seventeen (17) years	Eighteen (18) years
18	Eighteen (18) years	Nineteen (19) years
19	Nineteen (19) years	Twenty (20) years
20	Twenty (20) years	Twenty-one (21) years
21	Twenty-one (21) years	Twenty-two (22) years
22	Twenty-two (22) years	Twenty-three (23) years
23	Twenty-three (23) years	Twenty-four (24) years
24	Twenty-four (24) years	Twenty-five (25) years
25	Twenty-five (25) years	Twenty-six (26) years
26	Twenty-six (26) years	Twenty-seven (27) years
27	Twenty-seven (27) years	Twenty-eight (28) years
28	Twenty-eight (28) years	Twenty-nine (29) years
29	Twenty-nine (29) years	Thirty (30) years
30	Thirty (30) years	Thirty-one (31) years
31	Thirty-one (31) years	Thirty-two (32) years
32	Thirty-two (32) years	Thirty-three (33) years
33	Thirty-three (33) years	Thirty-four (34) years
34	Thirty-four (34) years	Thirty-five (35) years
35	Thirty-five (35) years	Thirty-six (36) years
36	Thirty-six (36) years	Thirty-seven (37) years
37	Thirty-seven (37) years	Thirty-eight (38) years
38	Thirty-eight (38) years	Thirty-nine (39) years
39	Thirty-nine (39) years	Forty (40) years
40	Forty (40) years	Forty-one (41) years
41	Forty-one (41) years	Forty-two (42) years
42	Forty-two (42) years	Forty-three (43) years
43	Forty-three (43) years	Forty-four (44) years
44	Forty-four (44) years	Forty-five (45) years
45	Forty-five (45) years	Forty-six (46) years
46	Forty-six (46) years	Forty-seven (47) years
47	Forty-seven (47) years	Forty-eight (48) years
48	Forty-eight (48) years	Forty-nine (49) years
49	Forty-nine (49) years	Fifty (50) years
50	Fifty (50) years	Fifty-one (51) years
51	Fifty-one (51) years	Fifty-two (52) years
52	Fifty-two (52) years	Fifty-three (53) years
53	Fifty-three (53) years	Fifty-four (54) years
54	Fifty-four (54) years	Fifty-five (55) years
55	Fifty-five (55) years	Fifty-six (56) years
56	Fifty-six (56) years	Fifty-seven (57) years
57	Fifty-seven (57) years	Fifty-eight (58) years
58	Fifty-eight (58) years	Fifty-nine (59) years
59	Fifty-nine (59) years	Sixty (60) years
60	Sixty (60) years	Sixty-one (61) years
61	Sixty-one (61) years	Sixty-two (62) years
62	Sixty-two (62) years	Sixty-three (63) years
63	Sixty-three (63) years	Sixty-four (64) years
64	Sixty-four (64) years	Sixty-five (65) years
65	Sixty-five (65) years	Sixty-six (66) years
66	Sixty-six (66) years	Sixty-seven (67) years
67	Sixty-seven (67) years	Sixty-eight (68) years
68	Sixty-eight (68) years	Sixty-nine (69) years
69	Sixty-nine (69) years	Seventy (70) years
70	Seventy (70) years	Seventy-one (71) years
71	Seventy-one (71) years	Seventy-two (72) years
72	Seventy-two (72) years	Seventy-three (73) years
73	Seventy-three (73) years	Seventy-four (74) years
74	Seventy-four (74) years	Seventy-five (75) years
75	Seventy-five (75) years	Seventy-six (76) years
76	Seventy-six (76) years	Seventy-seven (77) years
77	Seventy-seven (77) years	Seventy-eight (78) years
78	Seventy-eight (78) years	Seventy-nine (79) years
79	Seventy-nine (79) years	Eighty (80) years
80	Eighty (80) years	Eighty-one (81) years
81	Eighty-one (81) years	Eighty-two (82) years
82	Eighty-two (82) years	Eighty-three (83) years
83	Eighty-three (83) years	Eighty-four (84) years
84	Eighty-four (84) years	Eighty-five (85) years
85	Eighty-five (85) years	Eighty-six (86) years
86	Eighty-six (86) years	Eighty-seven (87) years
87	Eighty-seven (87) years	Eighty-eight (88) years
88	Eighty-eight (88) years	Eighty-nine (89) years
89	Eighty-nine (89) years	Ninety (90) years
90	Ninety (90) years	Ninety-one (91) years
91	Ninety-one (91) years	Ninety-two (92) years
92	Ninety-two (92) years	Ninety-three (93) years
93	Ninety-three (93) years	Ninety-four (94) years
94	Ninety-four (94) years	Ninety-five (95) years
95	Ninety-five (95) years	Ninety-six (96) years
96	Ninety-six (96) years	Ninety-seven (97) years
97	Ninety-seven (97) years	Ninety-eight (98) years
98	Ninety-eight (98) years	Ninety-nine (99) years
99	Ninety-nine (99) years	One hundred (100) years
100	One hundred (100) years	One hundred and one (101) years
101	One hundred and one (101) years	One hundred and two (102) years
102	One hundred and two (102) years	One hundred and three (103) years
103	One hundred and three (103) years	One hundred and four (104) years
104	One hundred and four (104) years	One hundred and five (105) years
105	One hundred and five (105) years	One hundred and six (106) years
106	One hundred and six (106) years	One hundred and seven (107) years
107	One hundred and seven (107) years	One hundred and eight (108) years
108	One hundred and eight (108) years	One hundred and nine (109) years
109	One hundred and nine (109) years	One hundred and ten (110) years
110	One hundred and ten (110) years	One hundred and eleven (111) years
111	One hundred and eleven (111) years	One hundred and twelve (112) years
112	One hundred and twelve (112) years	One hundred and thirteen (113) years
113	One hundred and thirteen (113) years	One hundred and fourteen (114) years
114	One hundred and fourteen (114) years	One hundred and fifteen (115) years
115	One hundred and fifteen (115) years	One hundred and sixteen (116) years
116	One hundred and sixteen (116) years	One hundred and seventeen (117) years
117	One hundred and seventeen (117) years	One hundred and eighteen (118) years
118	One hundred and eighteen (118) years	One hundred and nineteen (119) years
119	One hundred and nineteen (119) years	One hundred and twenty (120) years
120	One hundred and twenty (120) years	One hundred and twenty-one (121) years
121	One hundred and twenty-one (121) years	One hundred and twenty-two (122) years
122	One hundred and twenty-two (122) years	One hundred and twenty-three (123) years
123	One hundred and twenty-three (123) years	One hundred and twenty-four (124) years
124	One hundred and twenty-four (124) years	One hundred and twenty-five (125) years
125	One hundred and twenty-five (125) years	One hundred and twenty-six (126) years
126	One hundred and twenty-six (126) years	One hundred and twenty-seven (127) years
127	One hundred and twenty-seven (127) years	One hundred and twenty-eight (128) years
128	One hundred and twenty-eight (128) years	One hundred and twenty-nine (129) years
129	One hundred and twenty-nine (129) years	One hundred and thirty (130) years
130	One hundred and thirty (130) years	One hundred and thirty-one (131) years
131	One hundred and thirty-one (131) years	One hundred and thirty-two (132) years
132	One hundred and thirty-two (132) years	One hundred and thirty-three (133) years
133	One hundred and thirty-three (133) years	One hundred and thirty-four (134) years
134	One hundred and thirty-four (134) years	One hundred and thirty-five (135) years
135	One hundred and thirty-five (135) years	One hundred and thirty-six (136) years
136	One hundred and thirty-six (136) years	One hundred and thirty-seven (137) years
137	One hundred and thirty-seven (137) years	One hundred and thirty-eight (138) years
138	One hundred and thirty-eight (138) years	One hundred and thirty-nine (139) years
139	One hundred and thirty-nine (139) years	One hundred and forty (140) years
140	One hundred and forty (140) years	One hundred and forty-one (141) years
141	One hundred and forty-one (141) years	One hundred and forty-two (142) years
142	One hundred and forty-two (142) years	One hundred and forty-three (143) years
143	One hundred and forty-three (143) years	One hundred and forty-four (144) years
144	One hundred and forty-four (144) years	One hundred and forty-five (145) years
145	One hundred and forty-five (145) years	One hundred and forty-six (146) years
146	One hundred and forty-six (146) years	One hundred and forty-seven (147) years
147	One hundred and forty-seven (147) years	One hundred and forty-eight (148) years
148	One hundred and forty-eight (148) years	One hundred and forty-nine (149) years
149	One hundred and forty-nine (149) years	One hundred and fifty (150) years
150	One hundred and fifty (150) years	One hundred and fifty-one (151) years
151	One hundred and fifty-one (151) years	One hundred and fifty-two (152) years
152	One hundred and fifty-two (152) years	One hundred and fifty-three (153) years
153	One hundred and fifty-three (153) years	One hundred and fifty-four (154) years
154	One hundred and fifty-four (154) years	One hundred and fifty-five (155) years
155	One hundred and fifty-five (155) years	One hundred and fifty-six (156) years
156	One hundred and fifty-six (156) years	One hundred and fifty-seven (157) years
157	One hundred and fifty-seven (157) years	One hundred and fifty-eight (158) years
158	One hundred and fifty-eight (158) years	One hundred and fifty-nine (159) years
159	One hundred and fifty-nine (159) years	One hundred and sixty (160) years
160	One hundred and sixty (160) years	One hundred and sixty-one (161) years
161	One hundred and sixty-one (161) years	One hundred and sixty-two (162) years
162	One hundred and sixty-two (162) years	One hundred and sixty-three (163) years
163	One hundred and sixty-three (163) years	One hundred and sixty-four (164) years
164	One hundred and sixty-four (164) years	One hundred and sixty-five (165) years
165	One hundred and sixty-five (165) years	One hundred and sixty-six (166) years
166	One hundred and sixty-six (166) years	One hundred and sixty-seven (167) years
167	One hundred and sixty-seven (167) years	One hundred and sixty-eight (168) years
168	One hundred and sixty-eight (168) years	One hundred and sixty-nine (169) years
169	One hundred and sixty-nine (169) years	One hundred and seventy (170) years
170	One hundred and seventy (170) years	One hundred and seventy-one (171) years
171	One hundred and seventy-one (171) years	One hundred and seventy-two (172) years
172	One hundred and seventy-two (172) years	One hundred and seventy-three (173) years
173	One hundred and seventy-three (173) years	One hundred and seventy-four (174) years
174	One hundred and seventy-four (174) years	One hundred and seventy-five (175) years
175	One hundred and seventy-five (175) years	One hundred and seventy-six (176) years
176	One hundred and seventy-six (176) years	One hundred and seventy-seven (177) years
177	One hundred and seventy-seven (177) years	One hundred and seventy-eight (178) years
178	One hundred and seventy-eight (178) years	One hundred and seventy-nine (179) years
179	One hundred and seventy-nine (179) years	One hundred and eighty (180) years
180	One hundred and eighty (180) years	One hundred and eighty-one (181) years
181	One hundred and eighty-one (181) years	One hundred and eighty-two (182) years
182	One hundred and eighty-two (182) years	One hundred and eighty-three (183) years
183	One hundred and eighty-three (183) years	One hundred and eighty-four (184) years
184	One hundred and eighty-four (184) years	One hundred and eighty-five (185) years
185	One hundred and eighty-five (185) years	One hundred and eighty-six (186) years
186	One hundred and eighty-six (186) years	One hundred and eighty-seven (187) years
187	One hundred and eighty-seven (187) years	One hundred and eighty-eight (188) years
188	One hundred and eighty-eight (188) years	One hundred and eighty-nine (189) years
189	One hundred and eighty-nine (189) years	One hundred and ninety (190) years
190	One hundred and ninety (190) years	One hundred and ninety-one (191) years
191	One hundred and ninety-one (191) years	One hundred and ninety-two (192) years
192	One hundred and ninety-two (192) years	One hundred and ninety-three (193) years
193	One hundred and ninety-three (193) years	One hundred and ninety-four (194) years
194	One hundred and ninety-four (194) years	One hundred and ninety-five (195) years
195	One hundred and ninety-five (195) years	One hundred and ninety-six (196) years
196	One hundred and ninety-six (196) years	One hundred and ninety-seven (197) years
197	One hundred and ninety-seven (197) years	One hundred and ninety-eight (198) years
198	One hundred and ninety-eight (198) years	One hundred and ninety-nine (199) years
199	One hundred and ninety-nine (199) years	Two hundred (200) years
200	Two hundred (200) years	Two hundred and one (201) years
201	Two hundred and one (201) years	Two hundred and two (202) years
202	Two hundred and two (202) years	Two hundred and three (203) years
203	Two hundred and three (203) years	Two hundred and four (204) years
204	Two hundred and four (204) years	Two hundred and five (205) years
205	Two hundred and five (205) years	Two hundred and six (206) years
206	Two hundred and six (206) years	Two hundred and seven (207) years
207	Two hundred and seven (207) years	Two hundred and eight (208) years
208	Two hundred and eight (208) years	Two hundred and nine (209) years
209	Two hundred and nine (209) years	Two hundred and ten (210) years
210	Two hundred and ten (210) years	Two hundred and eleven (211) years
211	Two hundred and eleven (211) years	Two hundred and twelve (212) years
212	Two hundred and twelve (212) years	Two hundred and thirteen (213) years
213	Two hundred and thirteen (213) years	Two hundred and fourteen (214) years
214	Two hundred and fourteen (214) years	Two hundred and fifteen (215) years
215	Two hundred and fifteen (215) years	Two hundred and sixteen (216) years
216	Two hundred and sixteen (216) years	Two hundred and seventeen (217) years
217	Two hundred and seventeen (217) years	Two hundred and eighteen (218) years
218	Two hundred and eighteen (218) years	Two hundred and nineteen (219) years
219	Two hundred and nineteen (219) years	Two hundred and twenty (220) years
220	Two hundred and twenty (220) years	Two hundred and twenty-one (221) years
221	Two hundred and twenty-one (221) years	Two hundred and twenty-two (222) years
222	Two hundred and twenty-two (222) years	Two hundred and twenty-three (223) years
223	Two hundred and twenty-three (223) years	Two hundred and twenty-four (224) years
224	Two hundred and twenty-four (224) years	Two hundred and twenty-five (225) years
225	Two hundred and twenty-five (225) years	Two hundred and twenty-six (226) years
226	Two hundred and twenty-six (226) years	Two hundred and twenty-seven (227) years
227	Two hundred and twenty-seven (227) years	Two hundred and twenty-eight (228) years
228	Two hundred and twenty-eight (228) years	Two hundred and twenty-nine (229) years
229	Two hundred and twenty-nine (229) years	Two hundred and thirty (230) years
230	Two hundred and thirty (230) years	Two hundred and thirty-one (231) years
231	Two hundred and thirty-one (231) years	Two hundred and thirty-two (232) years
232	Two hundred and thirty-two (232) years	Two hundred and thirty-three (233) years
233	Two hundred and thirty-three (233) years	Two hundred and thirty-four (234) years
234	Two hundred and thirty-four (234) years	Two hundred and thirty-five (235) years
235	Two hundred and thirty-five (235) years	Two hundred and thirty-six (236) years
236	Two hundred and thirty-six (236) years	Two hundred and thirty-seven (237) years
237	Two hundred and thirty-seven (237) years	Two hundred and thirty-eight (238) years
238	Two hundred and thirty-eight (238) years	Two hundred and thirty-nine (239) years
239	Two hundred and thirty-nine (239) years	Two hundred and forty (240) years
240	Two hundred and forty (240) years	Two hundred and forty-one (241) years
241	Two hundred and forty-one (241) years	Two hundred and forty-two (242) years
242	Two hundred and forty-two (242) years	Two hundred and forty-three (243) years
243	Two hundred and forty-three (243) years	Two hundred and forty-four (244) years
244	Two hundred and forty-four (244) years	Two hundred and forty-five (245) years
245	Two hundred and forty-five (245) years	Two hundred and forty-six (246) years
246	Two hundred and forty-six (246) years	Two hundred and forty-seven (247) years
247	Two hundred and forty-seven (247) years	Two hundred and forty-eight (248) years
248	Two hundred and forty-eight (248) years	Two hundred and forty-nine (249) years
249	Two hundred and forty-nine (249) years	Two hundred and fifty (250) years
250	Two hundred and fifty (250) years	Two hundred and fifty-one (251) years
251	Two hundred and fifty-one (251) years	Two hundred and fifty-two (252) years
252	Two hundred and fifty-two (252) years	Two hundred and fifty-three (253) years
253	Two hundred and fifty-three (253) years	Two hundred and fifty-four (254) years
254	Two hundred and fifty-four (254) years	Two hundred and fifty-five (255) years
255	Two hundred and fifty-five (255) years	Two hundred and fifty-six (256) years
256	Two hundred and fifty-six (256) years	Two hundred and fifty-seven (257) years
257	Two hundred and fifty-seven (257) years	Two hundred and fifty-eight (258) years
258	Two hundred and fifty-eight (258) years	Two hundred and fifty-nine (259) years
259	Two hundred and fifty-nine (259) years	Two hundred and sixty (260) years
260	Two hundred and sixty (260) years	Two hundred and

CHECKLIST OF REQUIREMENTS

Annex C

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. Fully 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 with Master's Degree/Units). (Note: e-Cav must be submitted for Bachelor's Degree Graduate/Master's Degree Graduate or Master's Degree Unit Earner)			
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. 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. 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			
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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.