



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 025

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 NON-TEACHING
POSITION

Date : January 22, 2026

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 ASSISTANT III (SENIOR BOOKKEEPER)	Completion of 2 years studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	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: P23,226.00 No. of Vacancy/ies: 1 Place of Assignment: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT JOB SUMMARY:				



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

- 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.

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	Completion of 2 years studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	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: ₱21448.00

No. of Vacancy/ies: 1

Place of Assignment: KAPATAGAN NATIONAL HIGH SCHOOL

JOB SUMMARY:

- This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE AIDE VI (CLERK III)	Completion of 2 years studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility



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	of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)			
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. 				

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE AIDE III (CLERK I)	Completion of 2 years studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADA3-750085-2004 SG: 3 Monthly Salary: ₱15,852.00 No. of Vacancy/ies: 1 Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL JOB SUMMARY:				



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- 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:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2025) 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, (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;
- 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**; 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"**



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- 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 **February 01, 2026**. 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
January 22, 2026- February 01, 2026	Submission of application documents	Applicants Records Section	Face-to-Face
February 02, 2026	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
February 03, 2026- February 16, 2026	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
February 17, 2026	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



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February 17, 2026- February 21, 2026	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
February 23, 2026- February 24, 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.


MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

DATE: 22 JAN 2026 TIME: 7:27 PM
 BY: 

OSDS/ADMIN/HR/bpp



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1. 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 (L&D)** acquired after the last promotion;
- Potential** measured using other evaluation assessments.

2. 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 priority to specific criteria that are more relevant to the position to be filled. As such, the General Services positions, higher positions in terms of potential and Experience (30 points) than the other criteria. Similarly, Chief positions (30-34) give more focus on previous Performance (30 points), Potential (30 points), and Experience (15 points).

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

Criteria	General Services (GS 1-10)	GS 11-15	GS 16-20	GS 21-25
a. Education	5	5	10	10
b. Training	5	5	10	5
c. Experience	30	30	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 L&D	-	10	10	10
h. Potential (Written Test, IQ, Mind Sample Test)	15	20	20	20
Total	100	120	100	100

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 2a, 2b, 2c) and the multiplier 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 2a. Increments Table - Education

Increment Level	From	Range	To
1	Less than 10 units	10 to 19 units	20 to 29 units
2	20 to 29 units	30 to 39 units	40 to 49 units
3	50 to 59 units	60 to 69 units	70 to 79 units
4	80 to 89 units	90 to 99 units	100 to 109 units
5	110 to 119 units	120 to 129 units	130 to 139 units
6	140 to 149 units	150 to 159 units	160 to 169 units
7	170 to 179 units	180 to 189 units	190 to 199 units
8	200 to 209 units	210 to 219 units	220 to 229 units
9	230 to 239 units	240 to 249 units	250 to 259 units
10	260 to 269 units	270 to 279 units	280 to 289 units
11	290 to 299 units	300 to 309 units	310 to 319 units
12	320 to 329 units	330 to 339 units	340 to 349 units
13	350 to 359 units	360 to 369 units	370 to 379 units
14	380 to 389 units	390 to 399 units	400 to 409 units
15	410 to 419 units	420 to 429 units	430 to 439 units
16	440 to 449 units	450 to 459 units	460 to 469 units
17	470 to 479 units	480 to 489 units	490 to 499 units
18	500 to 509 units	510 to 519 units	520 to 529 units
19	530 to 539 units	540 to 549 units	550 to 559 units
20	560 to 569 units	570 to 579 units	580 to 589 units
21	590 to 599 units	600 to 609 units	610 to 619 units
22	620 to 629 units	630 to 639 units	640 to 649 units
23	650 to 659 units	660 to 669 units	670 to 679 units
24	680 to 689 units	690 to 699 units	700 to 709 units
25	710 to 719 units	720 to 729 units	730 to 739 units
26	740 to 749 units	750 to 759 units	760 to 769 units
27	770 to 779 units	780 to 789 units	790 to 799 units
28	800 to 809 units	810 to 819 units	820 to 829 units
29	830 to 839 units	840 to 849 units	850 to 859 units
30	860 to 869 units	870 to 879 units	880 to 889 units
31	890 to 899 units	900 to 909 units	910 to 919 units
32	920 to 929 units	930 to 939 units	940 to 949 units
33	950 to 959 units	960 to 969 units	970 to 979 units
34	980 to 989 units	990 to 999 units	1000 to 1009 units
35	1010 to 1019 units	1020 to 1029 units	1030 to 1039 units
36	1040 to 1049 units	1050 to 1059 units	1060 to 1069 units
37	1070 to 1079 units	1080 to 1089 units	1090 to 1099 units
38	1100 to 1109 units	1110 to 1119 units	1120 to 1129 units
39	1130 to 1139 units	1140 to 1149 units	1150 to 1159 units
40	1160 to 1169 units	1170 to 1179 units	1180 to 1189 units
41	1190 to 1199 units	1200 to 1209 units	1210 to 1219 units
42	1220 to 1229 units	1230 to 1239 units	1240 to 1249 units
43	1250 to 1259 units	1260 to 1269 units	1270 to 1279 units
44	1280 to 1289 units	1290 to 1299 units	1300 to 1309 units
45	1310 to 1319 units	1320 to 1329 units	1330 to 1339 units
46	1340 to 1349 units	1350 to 1359 units	1360 to 1369 units
47	1370 to 1379 units	1380 to 1389 units	1390 to 1399 units
48	1400 to 1409 units	1410 to 1419 units	1420 to 1429 units
49	1430 to 1439 units	1440 to 1449 units	1450 to 1459 units
50	1460 to 1469 units	1470 to 1479 units	1480 to 1489 units
51	1490 to 1499 units	1500 to 1509 units	1510 to 1519 units
52	1520 to 1529 units	1530 to 1539 units	1540 to 1549 units
53	1550 to 1559 units	1560 to 1569 units	1570 to 1579 units
54	1580 to 1589 units	1590 to 1599 units	1600 to 1609 units
55	1610 to 1619 units	1620 to 1629 units	1630 to 1639 units
56	1640 to 1649 units	1650 to 1659 units	1660 to 1669 units
57	1670 to 1679 units	1680 to 1689 units	1690 to 1699 units
58	1700 to 1709 units	1710 to 1719 units	1720 to 1729 units
59	1730 to 1739 units	1740 to 1749 units	1750 to 1759 units
60	1760 to 1769 units	1770 to 1779 units	1780 to 1789 units
61	1790 to 1799 units	1800 to 1809 units	1810 to 1819 units
62	1820 to 1829 units	1830 to 1839 units	1840 to 1849 units
63	1850 to 1859 units	1860 to 1869 units	1870 to 1879 units
64	1880 to 1889 units	1890 to 1899 units	1900 to 1909 units
65	1910 to 1919 units	1920 to 1929 units	1930 to 1939 units
66	1940 to 1949 units	1950 to 1959 units	1960 to 1969 units
67	1970 to 1979 units	1980 to 1989 units	1990 to 1999 units
68	2000 to 2009 units	2010 to 2019 units	2020 to 2029 units
69	2030 to 2039 units	2040 to 2049 units	2050 to 2059 units
70	2060 to 2069 units	2070 to 2079 units	2080 to 2089 units
71	2090 to 2099 units	2100 to 2109 units	2110 to 2119 units
72	2120 to 2129 units	2130 to 2139 units	2140 to 2149 units
73	2150 to 2159 units	2160 to 2169 units	2170 to 2179 units
74	2180 to 2189 units	2190 to 2199 units	2200 to 2209 units
75	2210 to 2219 units	2220 to 2229 units	2230 to 2239 units
76	2240 to 2249 units	2250 to 2259 units	2260 to 2269 units
77	2270 to 2279 units	2280 to 2289 units	2290 to 2299 units
78	2300 to 2309 units	2310 to 2319 units	2320 to 2329 units
79	2330 to 2339 units	2340 to 2349 units	2350 to 2359 units
80	2360 to 2369 units	2370 to 2379 units	2380 to 2389 units
81	2390 to 2399 units	2400 to 2409 units	2410 to 2419 units
82	2420 to 2429 units	2430 to 2439 units	2440 to 2449 units
83	2450 to 2459 units	2460 to 2469 units	2470 to 2479 units
84	2480 to 2489 units	2490 to 2499 units	2500 to 2509 units
85	2510 to 2519 units	2520 to 2529 units	2530 to 2539 units
86	2540 to 2549 units	2550 to 2559 units	2560 to 2569 units
87	2570 to 2579 units	2580 to 2589 units	2590 to 2599 units
88	2600 to 2609 units	2610 to 2619 units	2620 to 2629 units
89	2630 to 2639 units	2640 to 2649 units	2650 to 2659 units
90	2660 to 2669 units	2670 to 2679 units	2680 to 2689 units
91	2690 to 2699 units	2700 to 2709 units	2710 to 2719 units
92	2720 to 2729 units	2730 to 2739 units	2740 to 2749 units
93	2750 to 2759 units	2760 to 2769 units	2770 to 2779 units
94	2780 to 2789 units	2790 to 2799 units	2800 to 2809 units
95	2810 to 2819 units	2820 to 2829 units	2830 to 2839 units
96	2840 to 2849 units	2850 to 2859 units	2860 to 2869 units
97	2870 to 2879 units	2880 to 2889 units	2890 to 2899 units
98	2900 to 2909 units	2910 to 2919 units	2920 to 2929 units
99	2930 to 2939 units	2940 to 2949 units	2950 to 2959 units
100	2960 to 2969 units	2970 to 2979 units	2980 to 2989 units
101	2990 to 2999 units	3000 to 3009 units	3010 to 3019 units
102	3020 to 3029 units	3030 to 3039 units	3040 to 3049 units
103	3050 to 3059 units	3060 to 3069 units	3070 to 3079 units
104	3080 to 3089 units	3090 to 3099 units	3100 to 3109 units
105	3110 to 3119 units	3120 to 3129 units	3130 to 3139 units
106	3140 to 3149 units	3150 to 3159 units	3160 to 3169 units
107	3170 to 3179 units	3180 to 3189 units	3190 to 3199 units
108	3200 to 3209 units	3210 to 3219 units	3220 to 3229 units
109	3230 to 3239 units	3240 to 3249 units	3250 to 3259 units
110	3260 to 3269 units	3270 to 3279 units	3280 to 3289 units
111	3290 to 3299 units	3300 to 3309 units	3310 to 3319 units
112	3320 to 3329 units	3330 to 3339 units	3340 to 3349 units
113	3350 to 3359 units	3360 to 3369 units	3370 to 3379 units
114	3380 to 3389 units	3390 to 3399 units	3400 to 3409 units
115	3410 to 3419 units	3420 to 3429 units	3430 to 3439 units
116	3440 to 3449 units	3450 to 3459 units	3460 to 3469 units
117	3470 to 3479 units	3480 to 3489 units	3490 to 3499 units
118	3500 to 3509 units	3510 to 3519 units	3520 to 3529 units
119	3530 to 3539 units	3540 to 3549 units	3550 to 3559 units
120	3560 to 3569 units	3570 to 3579 units	3580 to 3589 units
121	3590 to 3599 units	3600 to 3609 units	3610 to 3619 units
122	3620 to 3629 units	3630 to 3639 units	3640 to 3649 units
123	3650 to 3659 units	3660 to 3669 units	3670 to 3679 units
124	3680 to 3689 units	3690 to 3699 units	3700 to 3709 units
125	3710 to 3719 units	3720 to 3729 units	3730 to 3739 units
126	3740 to 3749 units	3750 to 3759 units	3760 to 3769 units
127	3770 to 3779 units	3780 to 3789 units	3790 to 3799 units
128	3800 to 3809 units	3810 to 3819 units	3820 to 3829 units
129	3830 to 3839 units	3840 to 3849 units	3850 to 3859 units
130	3860 to 3869 units	3870 to 3879 units	3880 to 3889 units
131	3890 to 3899 units	3900 to 3909 units	3910 to 3919 units
132	3920 to 3929 units	3930 to 3939 units	3940 to 3949 units
133	3950 to 3959 units	3960 to 3969 units	3970 to 3979 units
134	3980 to 3989 units	3990 to 3999 units	4000 to 4009 units
135	4010 to 4019 units	4020 to 4029 units	4030 to 4039 units
136	4040 to 4049 units	4050 to 4059 units	4060 to 4069 units
137	4070 to 4079 units	4080 to 4089 units	4090 to 4099 units
138	4100 to 4109 units	4110 to 4119 units	4120 to 4129 units
139	4130 to 4139 units	4140 to 4149 units	4150 to 4159 units
140	4160 to 4169 units	4170 to 4179 units	4180 to 4189 units
141	4190 to 4199 units	4200 to 4209 units	4210 to 4219 units
142	4220 to 4229 units	4230 to 4239 units	4240 to 4249 units
143	4250 to 4259 units	4260 to 4269 units	4270 to 4279 units
144	4280 to 4289 units	4290 to 4299 units	4300 to 4309 units
145	4310 to 4319 units	4320 to 4329 units	4330 to 4339 units
146	4340 to 4349 units	4350 to 4359 units	4360 to 4369 units
147	4370 to 4379 units	4380 to 4389 units	4390 to 4399 units
148	4400 to 4409 units	4410 to 4419 units	4420 to 4429 units
149	4430 to 4439 units	4440 to 4449 units	4450 to 4459 units
150	4460 to 4469 units	4470 to 4479 units	4480 to 4489 units
151	4490 to 4499 units	4500 to 4509 units	4510 to 4519 units
152	4520 to 4529 units	4530 to 4539 units	4540 to 4549 units
153	4550 to 4559 units	4560 to 4569 units	4570 to 4579 units
154	4580 to 4589 units	4590 to 4599 units	4600 to 4609 units
155	4610 to 4619 units	4620 to 4629 units	4630 to 4639 units
156	4640 to 4649 units	4650 to 4659 units	4660 to 4669 units
157	4670 to 4679 units	4680 to 4689 units	4690 to 4699 units
158	4700 to 4709 units	4710 to 4719 units	4720 to 4729 units
159	4730 to 4739 units	4740 to 4749 units	4750 to 4759 units
160	4760 to 4769 units	4770 to 4779 units	4780 to 4789 units
161	4790 to 4799 units	4800 to 4809 units	4810 to 4819 units
162	4820 to 4829 units	4830 to 4839 units	4840 to 4849 units
163	4850 to 4859 units	4860 to 4869 units	4870 to 4879 units
164	4880 to 4889 units	4890 to 4899 units	4900 to 4909 units
165	4910 to 4919 units	4920 to 4929 units	4930 to 4939 units
166	4940 to 4949 units	4950 to 4959 units	4960 to 4969 units
167	4970 to 4979 units	4980 to 4989 units	4990 to 4999 units
168	5000 to 5009 units	5010 to 5019 units	5020 to 5029 units
169	5030 to 5039 units	5040 to 5049 units	5050 to 5059 units
170	5060 to 5069 units	5070 to 5079 units	5080 to 5089 units
171	5090 to 5099 units	5100 to 5109 units	5110 to 5119 units
172	5120 to 5129 units	5130 to 5139 units	5140 to 5149 units
173	5150 to 5159 units	5160 to 5169 units	5170 to 5179 units
174	5180 to 5189 units	5190 to 5199 units	5200 to 5209 units
175	5210 to 5219 units	5220 to 5229 units	5230 to 5239 units
176	5240 to 5249 units	5250 to 5259 units	5260 to 5269 units
177	5270 to 5279 units	5280 to 5289 units	5290 to 5299 units
178	5300 to 5309 units	5310 to 5319 units	5320 to 5329 units
179	5330 to 5339 units	5340 to 5349 units	5350 to 5359 units
180	5360 to 5369 units	5370 to 5379 units	5380 to 5389 units
181	5390 to 5399 units	5400 to 5409 units	5410 to 5419 units

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.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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.	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) (where 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.