



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026-071

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
POSITIONS

Date : March 11, 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
ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility
Plantilla Item No.: OSEC-DECSB-ADOF2-750003-2024 - SG: 11 Monthly Salary: ₱ 31,705.00 No. of Vacancy/ies: 1 Place of Assignment: ELEMENTARY EDUCATION JOB SUMMARY: <ul style="list-style-type: none">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				



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

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.

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 **March 21, 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
March 11, 2026- March 21, 2026	Submission of application documents	Applicants Records Section	Face-to-Face
March 23, 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
March 24, 2026-April 08, 2026	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
April 09, 2026	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



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April 09, 2026-April 15, 2026	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
April 16, 2026-April 17, 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
MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: 11 MAR 2026 TIME: 2:00 PM
 BY: [Signature]

OSDS/ADMIN / HR/bpp



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CHARTERED AND PARTIAL CHARTERED NON-UNION AND PROVISIONS FOR NON-TEACHING POSITIONS

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

- Education with and/or degree relevant to the position to be filled, according to the minimum education requirements for the position.
- Relevant work experience in the position to be filled, according to the minimum work experience requirements for the position.
- Relevant work experience in the position to be filled, according to the minimum work experience requirements for the position.
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- Relevant work experience in the position to be filled, according to the minimum work experience requirements for the position.
- Relevant work experience in the position to be filled, according to the minimum work experience requirements for the position.

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 each relevant position higher points in order to promote the position and experience (50 points) than the other criteria. Statutory Chief positions (SS-24) and Executive positions (SS-25) shall receive 100 points. Partial (50 points) and Provisional (15 points) positions shall receive 50 points.

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

Criteria	Salary Range SS 18-22		Salary Range SS 23-27		Salary Range SS 28-32	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
a. Education	3	5	5	10	10	15
b. Training	3	5	5	10	10	15
c. Experience	10	20	20	30	30	40
d. Outstanding	5	10	10	15	15	20
e. Achievement	5	10	10	15	15	20
f. Additional Criteria	5	10	10	15	15	20
g. Additional Criteria	5	10	10	15	15	20
h. Additional Criteria	5	10	10	15	15	20
TOTAL	100	100	100	100	100	100



Table 2. Rubric for Competency of Points per Criterion

3. Education, Training, and Experience (ETS) - The points for ETS corresponding to the applicant's qualifications exceeding the OS shall be computed using the Incremental Table (Table 2, 2.B, 2.C) and the Rubric for Computation of Points for ETS (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

Table 2.A. Assessment Table - Education

Requirement	Points	Range	OS
1. No field or other	0	0-0	0
2. Bachelor's degree	5	5-5	5
3. Master's degree	10	10-10	10
4. Doctoral degree	15	15-15	15
5. Graduate certificate	5	5-5	5
6. Graduate certificate	5	5-5	5
7. Graduate certificate	5	5-5	5
8. Graduate certificate	5	5-5	5
9. Graduate certificate	5	5-5	5
10. Graduate certificate	5	5-5	5
11. Graduate certificate	5	5-5	5
12. Graduate certificate	5	5-5	5
13. Graduate certificate	5	5-5	5
14. Graduate certificate	5	5-5	5
15. Graduate certificate	5	5-5	5
16. Graduate certificate	5	5-5	5
17. Graduate certificate	5	5-5	5
18. Graduate certificate	5	5-5	5
19. Graduate certificate	5	5-5	5
20. Graduate certificate	5	5-5	5
21. Graduate certificate	5	5-5	5
22. Graduate certificate	5	5-5	5
23. Graduate certificate	5	5-5	5
24. Graduate certificate	5	5-5	5
25. Graduate certificate	5	5-5	5
26. Graduate certificate	5	5-5	5
27. Graduate certificate	5	5-5	5
28. Graduate certificate	5	5-5	5
29. Graduate certificate	5	5-5	5
30. Graduate certificate	5	5-5	5
31. Graduate certificate	5	5-5	5
32. Graduate certificate	5	5-5	5
33. Graduate certificate	5	5-5	5
34. Graduate certificate	5	5-5	5
35. Graduate certificate	5	5-5	5
36. Graduate certificate	5	5-5	5
37. Graduate certificate	5	5-5	5
38. Graduate certificate	5	5-5	5
39. Graduate certificate	5	5-5	5
40. Graduate certificate	5	5-5	5
41. Graduate certificate	5	5-5	5
42. Graduate certificate	5	5-5	5
43. Graduate certificate	5	5-5	5
44. Graduate certificate	5	5-5	5
45. Graduate certificate	5	5-5	5
46. Graduate certificate	5	5-5	5
47. Graduate certificate	5	5-5	5
48. Graduate certificate	5	5-5	5
49. Graduate certificate	5	5-5	5
50. Graduate certificate	5	5-5	5
51. Graduate certificate	5	5-5	5
52. Graduate certificate	5	5-5	5
53. Graduate certificate	5	5-5	5
54. Graduate certificate	5	5-5	5
55. Graduate certificate	5	5-5	5
56. Graduate certificate	5	5-5	5
57. Graduate certificate	5	5-5	5
58. Graduate certificate	5	5-5	5
59. Graduate certificate	5	5-5	5
60. Graduate certificate	5	5-5	5
61. Graduate certificate	5	5-5	5
62. Graduate certificate	5	5-5	5
63. Graduate certificate	5	5-5	5
64. Graduate certificate	5	5-5	5
65. Graduate certificate	5	5-5	5
66. Graduate certificate	5	5-5	5
67. Graduate certificate	5	5-5	5
68. Graduate certificate	5	5-5	5
69. Graduate certificate	5	5-5	5
70. Graduate certificate	5	5-5	5
71. Graduate certificate	5	5-5	5
72. Graduate certificate	5	5-5	5
73. Graduate certificate	5	5-5	5
74. Graduate certificate	5	5-5	5
75. Graduate certificate	5	5-5	5
76. Graduate certificate	5	5-5	5
77. Graduate certificate	5	5-5	5
78. Graduate certificate	5	5-5	5
79. Graduate certificate	5	5-5	5
80. Graduate certificate	5	5-5	5
81. Graduate certificate	5	5-5	5
82. Graduate certificate	5	5-5	5
83. Graduate certificate	5	5-5	5
84. Graduate certificate	5	5-5	5
85. Graduate certificate	5	5-5	5
86. Graduate certificate	5	5-5	5
87. Graduate certificate	5	5-5	5
88. Graduate certificate	5	5-5	5
89. Graduate certificate	5	5-5	5
90. Graduate certificate	5	5-5	5
91. Graduate certificate	5	5-5	5
92. Graduate certificate	5	5-5	5
93. Graduate certificate	5	5-5	5
94. Graduate certificate	5	5-5	5
95. Graduate certificate	5	5-5	5
96. Graduate certificate	5	5-5	5
97. Graduate certificate	5	5-5	5
98. Graduate certificate	5	5-5	5
99. Graduate certificate	5	5-5	5
100. Graduate certificate	5	5-5	5

Table 2.B. Assessment Table - Experience

Requirement	Points	Range	OS
1. No field or other	0	0-0	0
2. Bachelor's degree	5	5-5	5
3. Master's degree	10	10-10	10
4. Doctoral degree	15	15-15	15
5. Graduate certificate	5	5-5	5
6. Graduate certificate	5	5-5	5
7. Graduate certificate	5	5-5	5
8. Graduate certificate	5	5-5	5
9. Graduate certificate	5	5-5	5
10. Graduate certificate	5	5-5	5
11. Graduate certificate	5	5-5	5
12. Graduate certificate	5	5-5	5
13. Graduate certificate	5	5-5	5
14. Graduate certificate	5	5-5	5
15. Graduate certificate	5	5-5	5
16. Graduate certificate	5	5-5	5
17. Graduate certificate	5	5-5	5
18. Graduate certificate	5	5-5	5
19. Graduate certificate	5	5-5	5
20. Graduate certificate	5	5-5	5
21. Graduate certificate	5	5-5	5
22. Graduate certificate	5	5-5	5
23. Graduate certificate	5	5-5	5
24. Graduate certificate	5	5-5	5
25. Graduate certificate	5	5-5	5
26. Graduate certificate	5	5-5	5
27. Graduate certificate	5	5-5	5
28. Graduate certificate	5	5-5	5
29. Graduate certificate	5	5-5	5
30. Graduate certificate	5	5-5	5
31. Graduate certificate	5	5-5	5
32. Graduate certificate	5	5-5	5
33. Graduate certificate	5	5-5	5
34. Graduate certificate	5	5-5	5
35. Graduate certificate	5	5-5	5
36. Graduate certificate	5	5-5	5
37. Graduate certificate	5	5-5	5
38. Graduate certificate	5	5-5	5
39. Graduate certificate	5	5-5	5
40. Graduate certificate	5	5-5	5
41. Graduate certificate	5	5-5	5
42. Graduate certificate	5	5-5	5
43. Graduate certificate	5	5-5	5
44. Graduate certificate	5	5-5	5
45. Graduate certificate	5	5-5	5
46. Graduate certificate	5	5-5	5
47. Graduate certificate	5	5-5	5
48. Graduate certificate	5	5-5	5
49. Graduate certificate	5	5-5	5
50. Graduate certificate	5	5-5	5
51. Graduate certificate	5	5-5	5
52. Graduate certificate	5	5-5	5
53. Graduate certificate	5	5-5	5
54. Graduate certificate	5	5-5	5
55. Graduate certificate	5	5-5	5
56. Graduate certificate	5	5-5	5
57. Graduate certificate	5	5-5	5
58. Graduate certificate	5	5-5	5
59. Graduate certificate	5	5-5	5
60. Graduate certificate	5	5-5	5
61. Graduate certificate	5	5-5	5
62. Graduate certificate	5	5-5	5
63. Graduate certificate	5	5-5	5
64. Graduate certificate	5	5-5	5
65. Graduate certificate	5	5-5	5
66. Graduate certificate	5	5-5	5
67. Graduate certificate	5	5-5	5
68. Graduate certificate	5	5-5	5
69. Graduate certificate	5	5-5	5
70. Graduate certificate	5	5-5	5
71. Graduate certificate	5	5-5	5
72. Graduate certificate	5	5-5	5
73. Graduate certificate	5	5-5	5
74. Graduate certificate	5	5-5	5
75. Graduate certificate	5	5-5	5
76. Graduate certificate	5	5-5	5
77. Graduate certificate	5	5-5	5
78. Graduate certificate	5	5-5	5
79. Graduate certificate	5	5-5	5
80. Graduate certificate	5	5-5	5
81. Graduate certificate	5	5-5	5
82. Graduate certificate	5	5-5	5
83. Graduate certificate	5	5-5	5
84. Graduate certificate	5	5-5	5
85. Graduate certificate	5	5-5	5
86. Graduate certificate	5	5-5	5
87. Graduate certificate	5	5-5	5
88. Graduate certificate	5	5-5	5
89. Graduate certificate	5	5-5	5
90. Graduate certificate	5	5-5	5
91. Graduate certificate	5	5-5	5
92. Graduate certificate	5	5-5	5
93. Graduate certificate	5	5-5	5
94. Graduate certificate	5	5-5	5
95. Graduate certificate	5	5-5	5
96. Graduate certificate	5	5-5	5
97. Graduate certificate	5	5-5	5
98. Graduate certificate	5	5-5	5
99. Graduate certificate	5	5-5	5
100. Graduate certificate	5	5-5	5

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

Requirement	Points	Range	OS
1. No field or other	0	0-0	0
2. Bachelor's degree	5	5-5	5
3. Master's degree	10	10-10	10
4. Doctoral degree	15	15-15	15
5. Graduate certificate	5	5-5	5
6. Graduate certificate	5	5-5	5
7. Graduate certificate	5	5-5	5
8. Graduate certificate	5	5-5	5
9. Graduate certificate	5	5-5	5
10. Graduate certificate	5	5-5	5
11. Graduate certificate	5	5-5	5
12. Graduate certificate	5	5-5	5
13. Graduate certificate	5	5-5	5
14. Graduate certificate	5	5-5	5
15. Graduate certificate	5	5-5	5
16. Graduate certificate	5	5-5	5
17. Graduate certificate	5	5-5	5
18. Graduate certificate	5	5-5	5
19. Graduate certificate	5	5-5	5
20. Graduate certificate	5	5-5	5
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22. Graduate certificate	5	5-5	5
23. Graduate certificate	5	5-5	5
24. Graduate certificate	5	5-5	5
25. Graduate certificate	5	5-5	5
26. Graduate certificate	5	5-5	5
27. Graduate certificate	5	5-5	5
28. Graduate certificate	5	5-5	5
29. Graduate certificate	5	5-5	5
30. Graduate certificate	5	5-5	5
31. Graduate certificate	5	5-5	5
32. Graduate certificate	5	5-5	5
33. Graduate certificate	5	5-5	5
34. Graduate certificate	5	5-5	5
35. Graduate certificate	5	5-5	5
36. Graduate certificate	5	5-5	5
37. Graduate certificate	5	5-5	5
38. Graduate certificate	5	5-5	5
39. Graduate certificate	5	5-5	5
40. Graduate certificate	5	5-5	5
41. Graduate certificate	5	5-5	5
42. Graduate certificate	5	5-5	5
43. Graduate certificate	5	5-5	5
44. Graduate certificate	5	5-5	5
45. Graduate certificate	5	5-5	5
46. Graduate certificate	5	5-5	5
47. Graduate certificate	5	5-5	5
48.			

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 <i>(To be filled-out by the applicant Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	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.	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.