



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 692

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 SCHOOL PRINCIPAL POSITION

Date : March 31, 2026

This Office announces the acceptance of applications for School Principal position in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS				
	POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
SCHOOL PRINCIPAL I (ELEMENTARY GRADES)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations,	RA 1080, as amended (Teacher)	National Qualifying Examination for School Heads (NQESH)/ National Assessment for School Heads (NASH)Passer



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

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

		within the last 5 years	instructional supervision		
Plantilla Item No.: OSEC-DECSB-SP1-750052-2014 SG: 19 Monthly Salary: ₱ 59,153.00 No. of Vacancy/ies: 1 Place of Assignment: ELEMENTARY EDUCATION JOB SUMMARY: Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes.					

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/R.A. 1080/LET/PBET/NQESH/NASH;
- e. Photocopy of scholastic/academic record (i.e., 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/ChecklistOmnibusVer2>*), **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



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

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
1. Screenshot of the submitted online application 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.

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. 3 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 **April 10, 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 31, 2026-April 10, 2026	Submission of application documents	Applicants Records Section	Face-to-Face
April 13, 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



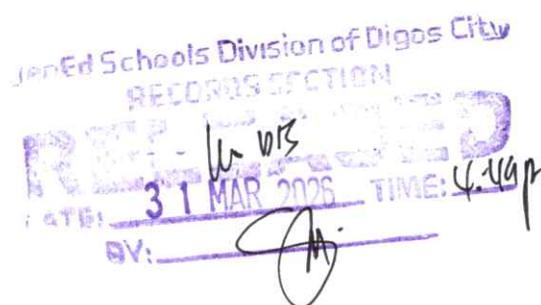
Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

April 14, 2026-April 27, 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 28, 2026	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
April 28, 2026-May 02, 2026	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
May 04, 2026-May 05, 2025	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

This Office allows anyone within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

Widest dissemination of this Memorandum is earnestly desired.

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



OSDS/ADMIN /HR/bpp



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

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.	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 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.

1. The assessment for School Administration positions shall be based on the following criteria:

- Education units and/or degree relevant to the position to be filled, according to the minimum requirements as defined in the CSC-approved QES requirements as defined in the CSC-approved QES, acquired after the last promotion but within the last five (5) years;
- Performance based on administrative performance rating covering one (1) year referred to the position to be filled, in terms of previous job or position;
- Outstanding Accomplishments acquired after the last promotion;
- Application of Learning and Development acquired after the last promotion; and
- Passes measured using other evaluative assessments.

2. The point system for evaluative assessment is defined in Table 1.

Table 1. Point System for Evaluative Assessment School Administration Positions

Criteria	Number of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance Accomplishments	25
e. Application of Learning and Development	10
f. Awards (Meritorious, etc.)	15
TOTAL	100

Table 2. Metrics for Completion of Points for Education, Training, and Experience

Weight Allocation	Education	Training	Experience
10% (10 points)	10	10	10
20% (20 points)	20	20	20
30% (30 points)	30	30	30
40% (40 points)	40	40	40
50% (50 points)	50	50	50
60% (60 points)	60	60	60
70% (70 points)	70	70	70
80% (80 points)	80	80	80
90% (90 points)	90	90	90
100% (100 points)	100	100	100

Illustrative example:
 Vacant position: School Principal (Secondary School) – SEC 19

Qualification standards per CSC-approved QES:
 Education: Master's Degree in Educational Administration or Secretary's Degree in Education
 Training: 40 hours of relevant training
 Experience: 10 years of relevant experience

The table of minimum QES of the position to be filled, the HIRERS shall determine the number of points in Table 2, a, b, and c.

Minimum requirement per CSC-approved QES	Number of Points
Education: Master's Degree in Educational Administration or Secretary's Degree in Education	10
Training: 40 hours of relevant training	10
Experience: 10 years of relevant experience	10
TOTAL	30

For purposes of determining the baseline level for Education, any QES in addition to non-education degree shall be considered equivalent to a baseline degree in Education. In addition, a candidate's degree shall be considered equivalent to a baseline degree in Education if the candidate has completed a course in the relevant field of study. Additional professional and specialization units taken to earn the relevant degree shall also be considered in determining the baseline level for Education.

b. After determining the baseline level for Education, the HIRERS shall compute for the difference between the minimum QES of the position to be filled and the applicant's actual qualification level and the corresponding level of the minimum baseline QES requirement of the position to be filled.

Table 3. Increments Table - Education

Incremental Level	From	To
1	0-10	10-20
2	10-20	20-30
3	20-30	30-40
4	30-40	40-50
5	40-50	50-60
6	50-60	60-70
7	60-70	70-80
8	70-80	80-90
9	80-90	90-100
10	90-100	100-110
11	100-110	110-120
12	110-120	120-130
13	120-130	130-140
14	130-140	140-150
15	140-150	150-160
16	150-160	160-170
17	160-170	170-180
18	170-180	180-190
19	180-190	190-200
20	190-200	200-210
21	200-210	210-220
22	210-220	220-230
23	220-230	230-240
24	230-240	240-250
25	240-250	250-260
26	250-260	260-270
27	260-270	270-280
28	270-280	280-290
29	280-290	290-300
30	290-300	300-310
31	300-310	310-320
32	310-320	320-330
33	320-330	330-340
34	330-340	340-350
35	340-350	350-360
36	350-360	360-370
37	360-370	370-380
38	370-380	380-390
39	380-390	390-400
40	390-400	400-410
41	400-410	410-420

Only qualifications that are relevant to the position to be filled and which are not included in the minimum QES shall be considered in computing the points corresponding to the position to be filled.

For positions with multiple QES requirements for Education, Training, and Experience, the HIRERS shall compute the number of points for each requirement and then add the number of points for each requirement to arrive at the total number of points for the applicant.

Illustrative example:
 Completion of increments based on actual Education qualifications of Applicant A:

Minimum requirement	Applicant A
Education: Master's Degree in Educational Administration or Secretary's Degree in Education	10
Training: 40 hours of relevant training	10
Experience: 10 years of relevant experience	10
TOTAL	30

Completion of increments based on actual Training qualifications of Applicant A:

Minimum requirement	Applicant A
Education: Master's Degree in Educational Administration or Secretary's Degree in Education	10
Training: 40 hours of relevant training	10
Experience: 10 years of relevant experience	10
TOTAL	30

Completion of increments based on actual Experience qualifications of Applicant A:

Minimum requirement	Applicant A
Education: Master's Degree in Educational Administration or Secretary's Degree in Education	10
Training: 40 hours of relevant training	10
Experience: 10 years of relevant experience	10
TOTAL	30

Table 4. Increments Table - Experience

Incremental Level	From	To
1	0-10	10-20
2	10-20	20-30
3	20-30	30-40
4	30-40	40-50
5	40-50	50-60
6	50-60	60-70
7	60-70	70-80
8	70-80	80-90
9	80-90	90-100
10	90-100	100-110
11	100-110	110-120
12	110-120	120-130
13	120-130	130-140
14	130-140	140-150
15	140-150	150-160
16	150-160	160-170
17	160-170	170-180
18	170-180	180-190
19	180-190	190-200
20	190-200	200-210
21	200-210	210-220
22	210-220	220-230
23	220-230	230-240
24	230-240	240-250
25	240-250	250-260
26	250-260	260-270
27	260-270	270-280
28	270-280	280-290
29	280-290	290-300
30	290-300	300-310
31	300-310	310-320
32	310-320	320-330
33	320-330	330-340
34	330-340	340-350
35	340-350	350-360
36	350-360	360-370
37	360-370	370-380
38	370-380	380-390
39	380-390	390-400
40	390-400	400-410
41	400-410	410-420

Using the appropriate values for the actual education, training, and experience of the applicant, the corresponding points earned by the applicant for ETE per ETE in the following:

Minimum requirement	Applicant A
Education: Master's Degree in Educational Administration or Secretary's Degree in Education	10
Training: 40 hours of relevant training	10
Experience: 10 years of relevant experience	10
TOTAL	30

Illustrative example:
 After computing the number of increments from the minimum baseline QES requirement, the corresponding points earned by the applicant for ETE per ETE in the following:

Minimum requirement	Applicant A
Education: Master's Degree in Educational Administration or Secretary's Degree in Education	10
Training: 40 hours of relevant training	10
Experience: 10 years of relevant experience	10
TOTAL	30

Using the appropriate values for the actual education, training, and experience of the applicant, the corresponding points earned by the applicant for ETE per ETE in the following:

Minimum requirement	Applicant A
Education: Master's Degree in Educational Administration or Secretary's Degree in Education	10
Training: 40 hours of relevant training	10
Experience: 10 years of relevant experience	10
TOTAL	30

Using the appropriate values for the actual education, training, and experience of the applicant, the corresponding points earned by the applicant for ETE per ETE in the following:

Minimum requirement	Applicant A
Education: Master's Degree in Educational Administration or Secretary's Degree in Education	10
Training: 40 hours of relevant training	10
Experience: 10 years of relevant experience	10
TOTAL	30

d. After determining the minimum baseline QES requirements for Education, Training, and Experience, the HIRERS shall compute for the difference between the minimum baseline QES requirement of the position to be filled and the applicant's actual qualification level and the corresponding level of the minimum baseline QES requirement of the position to be filled.

6. Model Accredited Learning Practitioner: This shall apply to applicants who have completed the Accredited Learning Practitioner (ALP) program of the National Board of Professional Teaching Standards (NBPTS).

Means of verification:

- A. Certificate of Recognition as Learning Practitioner issued by the National Board of Professional Teaching Standards
- B. Certificate of Recognition as Learning Practitioner issued by the National Board of Professional Teaching Standards

Subtable:

Level	Prerequisite/Minimum
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point

Illustrative example:

Applicant's name: [redacted] for a [redacted] position in [redacted] for [redacted] years. The applicant has completed the Accredited Learning Practitioner (ALP) program of the National Board of Professional Teaching Standards (NBPTS).

Qualification/Requirement	Points	Weighting
Accredited National Teacher	2 points	100%
Accredited National Teacher	1.5 points	100%
Accredited National Teacher	1 point	100%

5. **Application of Education:** Application of education is the contribution made by an applicant to their workplace as a result of their learning from their education. It is a measure of the applicant's ability to apply their learning to their workplace. The applicant who has successfully applied the learning gained from said higher education shall be given a score of 10 points. The application of education shall be to the applicant's current or previous work.

The applicant's ability to use the priority test shall not be considered in the determination of the applicant's score. The applicant's score shall be based on the Written Examination component.

Illustrative example:

Priority Test	Points
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point

For promotion and appointment to higher school positions, the applicant shall develop a written memorandum which shall be the basis for scoring the component on Written Examination 15 points.

Illustrative example:

Priority Test	Points
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point

3. Professional Growth and Development (PGD): refers to the conduct of a teacher with the applicant, focusing on their ability of desired behavior when subjected to specific situations or conditions in their present and/or past professional practice. It is a measure of the applicant's ability to apply their learning to their workplace. The applicant who has successfully applied the learning gained from said higher education shall be given a score of 10 points. The application of education shall be to the applicant's current or previous work.

The applicant shall develop a written memorandum which shall be the basis for scoring the component on Written Examination 15 points.

Illustrative example:

Priority Test	Points
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point

The applicant shall develop a written memorandum which shall be the basis for scoring the component on Written Examination 15 points.

Higher positions shall be given to an applicant of education or instruction made by the applicant that is relevant and superior to the previous one.

Illustrative example:

Priority Test	Points
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point

The applicant shall develop a written memorandum which shall be the basis for scoring the component on Written Examination 15 points.

Illustrative example:

Priority Test	Points
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point

7. **Application of Learning and Development (ALD):** Application of Learning and Development (ALD) is a process wherein the applicant applies the learning gained from the human resource development (HRD) intervention done/attended by the applicant which may have led to significant problem resolution in their current or previous work.

Higher positions shall be given to an applicant of ALD or instruction made by the applicant that is relevant and superior to the previous one.

Illustrative example:

Priority Test	Points
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point

D. **Investigation Report:** refers to a report or document that is prepared by the applicant for the LAD interview process. It may be prepared through any of all positions that are more relevant in nature. It may be prepared through any of all positions that are more relevant in nature. It may be prepared through any of all positions that are more relevant in nature.

Illustrative example:

Priority Test	Points
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point

8. **Potential:** Potential refers to the capacity and ability of an applicant to perform the duties and responsibilities of a position that are more relevant in nature. It may be prepared through any of all positions that are more relevant in nature. It may be prepared through any of all positions that are more relevant in nature.

Illustrative example:

Priority Test	Points
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point

9. **Written Examination:** refers to the standardized examination which is conducted by the Department of Education (DepEd) to assess the knowledge, skills, and abilities of the applicant. The written examination shall be developed by subject matter experts and shall be approved by the Department of Education (DepEd) and the Department of Education (DepEd). The written examination shall be conducted by the Department of Education (DepEd) and the Department of Education (DepEd). The written examination shall be conducted by the Department of Education (DepEd) and the Department of Education (DepEd).

Priority Test	Points
Accredited National Teacher	2 points
Accredited National Teacher	1.5 points
Accredited National Teacher	1 point