



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 116

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 : NOTICE OF VACANT POSITIONS FOR TEACHER I POSITIONS

Date : May 11, 2026

This Office announces the vacancies of Teacher I positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER I (SECONDARY GRADES)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Secondary)



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

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

Plantilla Item No.: OSEC-DECSB-TCH1-779671-1998

SG: 11

Monthly Salary: ₱ 31,705.00

SUBJECT: TLE

No. of Vacancy/ies: 1

Place of Assignment: KAPATAGAN NATIONAL HIGH SCHOOL

JOB SUMMARY:

- Applies mastery of content knowledge and its application across learning areas
- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
- Manages an environment conducive to learning
- Addresses learner diversity
- Implements and supervises curricular and co-curricular programs to support learning
- Monitors and evaluates learner progress and undertakes activities to improve learner performance
- Maintains updated records of learners' progress
- Counsels and guides learners
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
- Undertakes activities towards personal and professional growth
- Does related work

VACANCY	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER I (ELEMENTARY GRADES)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Elementary/Secondary)



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

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

Plantilla Item No.: OSEC-DECSB-TCH1-750250-2020

SG: 11

Monthly Salary: P31,705.00

SUBJECT: N/A

No. of Vacancy/ies: 1

Place of Assignment: ELEMENTARY EDUCATION

JOB SUMMARY:


- Applies mastery of content knowledge and its application across learning areas
- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
- Manages an environment conducive to learning
- Addresses learner diversity
- Implements and supervises curricular and co-curricular programs to support learning
- Monitors and evaluates learner progress and undertakes activities to improve learner performance
- Maintains updated records of learners' progress
- Counsels and guides learners
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
- Undertakes activities towards personal and professional growth
- Does related work

Filling-up of new items and natural vacancies for Teacher I positions **shall be based on the published SY 2026-2027 Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)** per **DepEd Order No. 007, s. 2023** (see DepEd Order No. 007, s. 2023 Enclosure No. 1, Section D. Comparative Assessment Result, Item 53, and Section E. Appointment).

School Heads with Teacher I vacant items in their respective schools shall prepare Report of Vacancy and Assignment (ROVA).


This announcement of vacant position shall be valid for filling up **after the 10 day** publication of the item with the CSC per Republic Act 7041.

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


MAY 11 2023
BY: _____

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.digocity@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

