



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2026-147

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 POSITIONS FOR NON-TEACHING POSITIONS

Date : June 02, 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
<b>PROJECT DEVELOPMENT OFFICER I</b>	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
<b>Plantilla Item No.:</b> OSEC-DECSB-PDO1-750200-2026 OSEC-DECSB-PDO1-750201-2026 OSEC-DECSB-PDO1-750203-2026 OSEC-DECSB PDO1-750202-2026 <b>SG:</b> 11 <b>Monthly Salary:</b> ₱31,705.00 <b>No. of Vacancy/ies:</b> 4 <b>Place of Assignment:</b> ELEMENTARY EDUCATION DIGOS CITY NATIONAL HIGH SCHOOL KAPATAGAN NATIONAL HIGH SCHOOL MATTI NATIONAL HIGH SCHOOL <b>JOB SUMMARY:</b>				



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

- Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the school or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.

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](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
1. **Submit the soft copy of your list of trainings using this format <https://bit.ly/TrainingsFormat> and send to this email "hr.digocity@depd.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](http://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 **June 12, 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
June 02, 2026-June 12, 2026	Submission of application documents	Applicants Records Section	Face-to-Face
June 15, 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
June 16, 2026-June 29, 2026	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
June 30, 2026	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face



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June 30, 2026-July 04, 2026	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
July 06, 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

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: 02 JUN 2026 TIME: 7:15 PM  
BY: \_\_\_\_\_

OSDS/ ADMIN / HR/ bpp



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## 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 <a href="https://bit.ly/TrainingsFormat">https://bit.ly/TrainingsFormat</a> 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.



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

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

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
b. 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;
c. Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
d. 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;
e. Outstanding Accomplishments acquired after the last promotion;
f. Application of Education acquired after the last promotion;
g. Application of Learning and Development (L&D) acquired after the last promotion; and
h. Potential measured using other evaluative 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 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 (55 points) and Experience (20 points) than the other criteria. Similarly, Chief positions (SG-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

Table with 4 columns: Criteria, General Services (10-20), Chief Positions (10-20), and two columns for SG-24 (10-20). Rows include Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, Application of L&D, Potential, and Total.

Rubrics 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

Table with 4 columns: Increment Level, From, Range, To. Lists various educational degrees and their corresponding increment levels.

Table 2.b. Increments Table - Training

Table with 4 columns: Increment Level, From, Range, To. Lists training hours and their corresponding increment levels.

Table 2.c. Increments Table - Experience

Table with 4 columns: Increment Level, From, Range, To. Lists experience in months and their corresponding increment levels.

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

Table with 4 columns: Salary Range and Position, Education, Training, Experience. Provides point values for different levels of qualifications.

Illustrative example:

Current position: Administrative Assistant II (Disabling Officer II) - SG-8 Level and Salary Range: 202-219 (Non-General Services)
Qualification Standards per CSC-approved QS:
Education - Completion of 2 years in college
Training - 4 hours of relevant training
Experience - 1 year of relevant experience
The date of HRMPSB assessment/Open Rankway System: October 03, 2023

a. Based on the minimum QS of the position to be filled, the HRMPSB shall determine the baseline level for computing the points for ETE using the Increments Table as shown in Table 2.a, 2.b, and 2.c.

Table with 2 columns: Minimum requirement per CSC-approved Qualification Standard (i.e. QS) and Corresponding Level based on Salary Rubric. Shows mapping from QS to increment levels.

b. After determining the baseline level, the HRMPSB shall compute for the increments of the applicant's actual qualifications based on the submitted documentary requirements. Assessment shall refer to the difference between the applicant's actual qualification level and the corresponding level of the minimum (baseline) QS requirement of the position to be filled.

Only qualifications that are relevant to the position to be filled and which exceed the minimum (baseline) QS requirements of the position shall be given corresponding points in the computation of increments.

Illustrative example:

Computation of increments based on actual Education qualification of Applicant A.

Table with 2 columns: Minimum Qualification of Applicant A and Increment Points based on Education. Shows how Applicant A's degree exceeds the baseline and earns points.

Computation of increments based on actual Training qualification of Applicant A.

Table with 2 columns: Minimum Qualification of Applicant A and Increment Points based on Training. Shows how Applicant A's training hours exceed the baseline and earn points.

Computation of increments based on actual Experience qualification of Applicant A.

Table with 2 columns: Minimum Qualification of Applicant A and Increment Points based on Experience. Shows how Applicant A's experience exceeds the baseline and earns points.

Computation of increments based on actual Experience qualification of Applicant A.

Table with 2 columns: Minimum Qualification of Applicant A and Increment Points based on Experience. Shows how Applicant A's experience exceeds the baseline and earns points.

c. After computing the number of increments from the minimum (baseline) QS requirement, the corresponding points earned by the applicant for ETE shall be determined using Table 3 (Rubrics for Computation of Points for Education, Training, and Experience).

Illustrative example:

Using the applicable rubrics for the SG-8 (Non-General Services) as shown in Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:

Table with 4 columns: Qualification, Training, Experience, and Total Points. Shows the breakdown of points for Applicant A.

d. Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.

e. The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:

- 1. Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis, provided that the units and/or degrees earned are relevant to the position applied for; provided further, that the subjects completed are not duplicated.
2. Consistent with the provisions of the CSC CROA/OIRA, units and/or degrees of Doctor of Medicine from a CSC-recognized institution may be considered master's units and/or degree for purposes of...

giving points, except for positions that involve practice of profession covered by local laws.

- iii. Consistent with Legal Education Board (LEB) Resolution No. 406, s. 2019, Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) units and/or degree earned from law schools recognized or approved by the LEB and its predecessor regulatory agencies shall be considered as equivalent to professional doctorate units/degrees in other non-law academic disciplines for purposes of giving points, except for positions that involve practice of profession covered by the rules governing the bar, subject to further clarificatory guidelines as may be issued by the LEB.
iv. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions presented in CSC Memorandum Circular (MC) No. 3, s. 2021 (General Guidelines on Digital/Online Learning in the Public Service).

- v. Relevant experience gained from part-time work of at least four (4) hours per day may be considered, provided that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the months or years of relevant experience submitted shall be translated to the equivalent months or years of experience based on the CSC-required eight (8)-hour per day workday.
vi. Relevant Experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment. Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.

- f. Applicable provisions under Rule VIII Part 1 to IV of the CSC CROA/OIRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.

4. Performance. Performance refers to the assessment of low tasks, duties, and responsibilities are carried out or accomplished by the applicant as evidenced by performance rating document or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.

a. Positions with experience requirement. Applicants to positions that require experience must submit latest performance rating/s covering one (1) year performance in the current and previous job or position that is relevant to the position to be filled. Computation of points for performance shall be as follows:

Point/Performance = x/5 \* WA/Performance

Where:
x = Performance Rating
5 = Highest Possible PR in Degraded RPMS
WA = Weight Allocation for Performance
1/3 points for General Services; 2/3 points for Other Groups of Positions/Salary Grades.

Illustrative examples:

Table with 2 columns: Current position Administrative Aide II - SG-8 (General Services) and Current position Administrative Assistant II (Disabling Officer II) - SG-8 (Other Group of Positions/Salary Grades). Shows calculations for internal and external applicants.

a.1. Internal applicants

The performance rating required for internal applicants shall be the rating derived from the Results-Based Performance Management System (RPMS) Individual Performance Commitment and Review (IPCR) Form obtained from the applicant's current or previous job or position that is relevant to the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening, except for promotion from first to second level entry positions where the required performance rating is at least Satisfactory (S).

An official or employee who is on official leave of absence, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leaves, may be considered for promotion. In such cases, a performance rating in the last rating period prior to the leave of absence shall be required. The performance rating prior to the reclassification of the position shall be considered as performance rating for purposes of promotion, if applicable.

a.2. External applicants

For external applicants whose performance is measured using a five (5)-level adjectival performance rating scale, the midpoint value of the RPMS rating (Table 4) equivalent to the adjectival rating shall be used as the applicant's performance rating (P). The Certificate of Rating must be supported with the Performance Evaluation Tool.

Table 4. Midpoint Value of the RPMS Rating

Table with 2 columns: RPMS Rating Scale and Midpoint Value. Lists ratings from Outstanding to Poor and their corresponding midpoint values.

Illustrative example:

Current position: Administrative Assistant II (Disabling Officer II) - SG-8 Other Group of Positions/Salary Grades
Applicant's Performance Rating: Satisfactory (S) in the previous job
Performance rating of the applicant: Strong
RPMS midpoint value (Very Satisfactory equivalent) to Performance Rating: 3.995
WA = 2/3
Point/Performance = 3.995/2 = 1.997

For external applicants whose performance is measured using other numerical or adjectival rating systems with scales that are not aligned with the five (5)-point rating scale of the RPMS, the HRMPSB shall develop a system that translates the performance rating in the corresponding points comparable to the existing rubrics of the RPMS.

External applicant/s to vacant positions with experience requirement shall submit performance rating/s from current or previous work that is relevant to the position to be filled. No submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

b. Positions with no experience requirement. Applicants to positions that do not require previous experience must submit the board examination or Career Services Eligibility ratings. For General Services positions that do not have Eligibility requirement, the General Weighted Average (GWA) in the highest academic/grade level earned shall be required. The HRMPSB must develop a system that translates the GWA to a percentage scale. Computation of points for performance shall be as follows:

Point/Performance = x/100 \* WA/Performance

Where:
x = Board Exam/CS Eligibility rating/GWA translated to percentage scale
WA = Weight Allocation for Performance
1/3 points for General Services; 2/3 points for Other Groups of Positions/Salary Grades

