



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 222

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 MASTER TEACHER POSITION

Date : August 13, 2026

This Office announces the acceptance of applications for Master Teacher positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY	QUALIFICATION STANDARDS				
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY
MASTER TEACHER I (SENIOR HIGH SCHOOL MASTER TEACHER I-TECHNICAL VOCATIONAL TRACK(TVL))	*Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education *Master's degree in relevant field(s) under the	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite	5 years experience in teaching or industry experience in relevant strand/area of specialization	*RA 1080, as amended (Teacher-Secondary) for permanent appointments *None required for provisional and contractual appointments must pass the LET within 5 years after the	N/A



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

	strand/area of specialization	professional development program for Career Stage III (Highly Proficient Teacher)		date of first hiring	
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Plantilla Item No.: OSEC-DECSB-MTCHR1-750056-2016

SG: 18

Monthly Salary: ₱53,818.00

No. of Vacancy/ies: 1

Subject: TVL

Place of Assignment: SENIOR HIGH SCHOOL IN DIGOS CITY

JOB SUMMARY: Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, research, community linkages, professional development and provided at least 20% assistance to school head in program implementation.

Qualified applicants to the **ABOVEMENTIONED POSITIONS** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO V, 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 SDS containing the following information:
 - i. Statement of purpose/expression of interest; and
 - ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CSC Form No. 212, Revised 2025) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID/R.A. 1080/LET/PBET;
- e. Photocopy of Certificate of Board Rating;
- f. 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: For Master's/Doctorate unit earners or graduates

- **From State Universities and Colleges (SUCs) or Local Universities and Colleges (LUCs) : Submit a Certified True Copy of the Transcript of Records (TOR), duly signed by the School Registrar.**
 - **From private institutions: Submit an electronic Certification, Authentication, and Verification (e-CAV).;**
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever applicable;
 - h. Photocopy of latest appointment (for those applying for promotion); if any;
 - i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any (**Note:** Only L&D or training in curriculum, pedagogy, and/or in relevant subject, learning area specialization, or strand,



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- such as but not limited to relevant NEAP-recognized professional development programs and courses, shall be given corresponding points. **Please attach the CERTIFICATE OF PARTICIPATION);**
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), **(Applicable only for those who are applying for TLE/TVE subject);**
 - k. Photocopy of the required Performance Ratings with **at least Very Satisfactory rating.** (Note: Submit at most **three (3) performance ratings** depending on the performance requirements per item 25 of this order. The latest performance rating **shall cover one (1) year complete** performance rating period in the current position);
 - l. 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://tinyurl.com/ANNEX-C-MT1-MT5>*), **notarized by the authorized official;**
 - m. Other documents as may be required by the HRMPSB for comparative assessment (e.g, Portfolio or Means of Verification (MOVs) for the assessment of Identified PPST NCOIs; and
 - n. 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.

Individuals who failed to submit complete mandatory documents (Items a to l) 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 m) shall not warrant exclusion 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. 20, series of 2024** (please access this link https://www.deped.gov.ph/wp-content/uploads/DO_s2024_020.pdf). 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 **Division Office-Records Section** is on **August 24, 2026**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.



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The *proposed* timeline of the selection process is as follows:

Date	Activities	Personnel Involved	Mode
August 13, 2026- August 24, 2026	Submission of application documents	Applicants Records Section	Face-to-Face
August 25, 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
August 26, 2026- September 09, 2026	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS) (Experience, Training and Eligibility)	AO IV – HRMO II HRMPSB Secretariat HR Personnel	Face-to-Face
September 10, 2026- September 14, 2026	Conduct evaluation on Applicant's performance	HRMPSB SUB-COMMITTEE	Face-to-Face
September 15, 2026	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
September 15, 2026- September 19, 2026	Issuance of memorandum on the conduct of teaching demonstration (PPST COIs, Portfolio Annotations and BEI (PPST NCOIs) and open assessment	AO IV – HRMO II SDS	Online
September 21, 2026- September 25, 2026	Conduct of teaching demonstration (PPST COIs)	HRMPSB SUB-COMMITTEE	Face-to-Face



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September 28, 2026- October 09, 2026	Conduct of Portfolio Annotations and BEI (PPST NCOIs)	HRMPSB SUB- COMMITTEE	Face-to- Face
October 12, 2026	Conduct open assessment of applicants	HRMPSB SUB- COMMITTEE 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.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO V
 Schools Division Superintendent *for*

DepEd Schools Division of Digos City
 RECORDS SECTION
 RECEIVED
 DATE: **13 AUG 2026** TIME: *7:21P*
 BY: *[Signature]*

OSDS/ADMIN /HR/bpp



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CHECKLIST OF REQUIREMENTS

Annex C-1

Name of Applicant: _____
 Position Applied for: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: YES () NO ()
 Solo Parent: YES () NO ()

Application Code: _____

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 intent addressed to SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2025)			
c. Photocopy of Voter's ID and/ or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. 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: For Master's/Doctorate unit earners or graduates •From State Universities and Colleges (SUCs) or Local Universities and Colleges (LUCs) : Submit a Certified True Copy of the Transcript of Records (TOR), duly signed by the School Registrar. •From private institutions: Submit an electronic Certification, Authentication, and Verification (e-CAV).			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs (Note: Only L&D or training in curriculum, pedagogy, and/or in relevant subject, learning area specialization, or strand, such as but not limited to relevant NEAP-recognized professional development programs and courses, shall be given corresponding points. Please attach the CERTIFICATE OF PARTICIPATION)			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC II), Trainers Methodology Certificate (TMC), (Applicable only for those who are applying for TLE/TVE subject)			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOV's) for the assessment of Identified PPST NCOIs			
n. Screenshot of the submitted Online Application.			

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 CONCENT

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 rules, and regulations being implemented by the Civil Service Commission. placement of personnel of the Department and for purposes of compliance with the laws,

Name and Signature of Applicant

Subscribe and sworn to before this ____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", 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