

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 172

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 HEAD TEACHER

POSITION

Date

April 18, 2024

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	
HEAD TEACHER I	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	Teacher-in- Charge for 1 year; or Teacher for 3 years	LET/PBET/R.A.1080 (TEACHER)	

Plantilla Item No.: OSEC-DECSB-HTEACH1-750043-2016

SG: 14

Monthly Salary: ₱ 33,843.00

No. of Vacancy/ies: 1

Place of Assignment: ELEMENTARY EDUCATION



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

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

JOB SUMMARY: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC – 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 2017) 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;
- 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 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/ChecklistOmnibus), 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
- Screenshot of the automated e-mail 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 access this link: https://bit.ly/DepEdDCApply.



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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 28, 2024**. 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
April 18, 2024 -	Submission of application	Applicants	Face-to-
April 28, 2024	documents	Records Section	Face
April 29, 2024	Forwarding the	SDS Personnel	Face-to-
	transmittal of all	AO IV – HRMO II	Face
	application documents to	HRMPSB	
	HRMO for pre-assessment	Secretariat	
	of the documents		
April 30, 2024 -	Conduct of initial	AO IV – HRMO II	Face-to-
May 14, 2024	evaluation based on the	HRMPSB	Face
	CSC minimum	Secretariat	
	Qualification Standards	HR Personnel	
M 15 0004	(QS)	HDMDOD C	0.1:
May 15, 2024	Issuance of letter for	HRMPSB Secretariat	Online
	disqualified applicants		& Face-
M 15 0004	T	AO IV. LIDMO II	to-Face
May 15, 2024 -			Online
May 19, 2024	on the conduct of written	SDS	
	examination, open		
	assessment, and interview		
Marr 20, 2024	of applicants	HDMDCD	Face to
May 20, 2024 –	Conduct of written	HRMPSB	Face-to-
May 21, 2024	examination, open	HRMPSB Secretariat	Face



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assessment, and interview	
of applicants	

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of the Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISCO ETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

Pened Schools Division of Digos City

gY:

OSDS/ADMIN/HR/dbc



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	CHECKLIST OF RI	EOUIREMENTS		Annex
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	f the Position Applied For:			
	Number:			
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	Pools Decumentary Requirement	Submission	<u> </u>	MO/TIN Cyfice/ Sab-continutes
	Basic Documentary Requirement	(To be filled-out by the applicant;	Status of	D. 1
		Check if submitted)	Submission	Remarks
1		·	(Check if complied)	
1	tter of intent addressed to the Head of Office or highest			
	man resource officer	 		
	lly accomplished Personal Data Sheet (PDS) S Form No. 212, Revised 2017) and Work Experience Sheet, if			
1.	plicable			
	otocopy of valid and updated PRC License/ID, if applicable		 	
	otocopy of Certificate of Eligibility/Report of Rating, if		 	
1	plicable			
	otocopy of scholastic/academic record such as but not			
	nited to Transcript of Records (TOR) and Diploma, including		1	
	mpletion of graduate and post-graduate units/degrees, if			
av	ailable			
f. Ph	otocopy of Certificate/s of Training, if applicable			
	otocopy of Certificate of Employment, Contract of Service, or			
	ly signed Service Record, whichever is/are applicable			
	otocopy of latest appointment, if applicable			
	otocopy of the Performance Ratings in the last rating			
	riod(s) covering one (1) year performance prior to the deadline			
	submission, if applicable		<u> </u>	
	ecklist of Requirements and Omnibus Sworn Statement on			
	e Certification on the Authenticity and Veracity (CAV) of the			
	cuments submitted and Data Privacy Consent Form		<u> </u>	
	her documents as may be required for comparative sessment, such as but not limited to:			
	eans of Verification (MOVs) showing Outstanding			
	complishments, Application of Education, and Application of			
i -	arning and Development reckoned from the date of last			
	nuance of appointment			
	otocopy of Performance Rating obtained from the relevant			
wo	ork experience, if performance rating in Item (i) is not relevant			
to	the position to be filled		1	
At	tested:			
	Human Resource Management Officer			
	numan resource management Onice			
	OMNIBUS SWOR	N STATEMENT		
CI	ERTIFICATION OF AUTHENTICITY AND VERACITY			
	nereby certify that all information above are true and correct, a	and of my personal le	nowledge and belief a	nd the documents
	bmitted herewith are original and/or certified true copies ther		nomicuse and benen, a	na are abeaments

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 an	d Signature of Applicant
Subscribed and sworn to before me this day of	, year	
	Person Administ	ering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000". (e) lectronic 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.

 The point system for evaluative assessment is detailed in Table 1
 Todat System for Embaritys Assessment: Relocal Administration 1 and a Manastas utilis audion degre relevant to the position to be (filed carecting the minimum requirement as defined to Calco approved (8). Franksag hours relevant to the position to be filed, executing the minimum requirements as defined in the Calco approved (8), exquired after the fast promotion but within the last personal calculated the risk private (1). The position is the calculated the risk private (1), the restriction of the minimum requirements as defined in the Calco approved (8).

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Lappinchiston of Education
g. Applies atton of Learning and Development
g. Applies atton of Learning EEE
b. Peternial (Written ENAM, SEE) Education, Training, and Experience (ETF). The points for ETE, portful of the applicant's qualifications exceeding the QS shall be computed the increment Table Haber 2.a. 2 b. 2. that the Educition Computed the Internation Table Haber 2.a. 2 b. 2. that the Educition of Computations to a FEE (Fashe 3) Only those qualifications that are relevant to the position to a hand to given point. Remain (1998)

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The Land House of the Control of the

Only qualifications that are referent 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 utons with multiple QS requirement for Experience [e.g. HT for 1 year, 2 years, 10th 1978] shall identify 2 years, 10th 1978] shall identify require reporterize with this half place incomment in heavened. This shall be tain to element the reporterize with the half better of the applicant for the Experience were.

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Bandelin Dispersions to the control of the control

aconi posmon: School Principal I (Secondary School - SG 19

date of JRBSPSS assessment Open Smilling System. September 30, 2023

- Beard on the millimum (36 of the position to be filled, the HSMPSS shall be extended the millimum (36 of the position to be filled, the HSMPSS shall be extended the position to be filled using the forestments the baseline here! for companying the position for ETC usual, the increments Table as shown in Table 2.a. 2.b, and 2.c.

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The part of the control of the contr pulation of Increments based on actual Truming qualification of Applicant A: pulation of buttements based on actual Education qualification of Applicans A

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Using the applicable number for the School Administration as shown in Table 3 and based on the number of immembrus named by Applebast A, the compensation of points for 87% is as follows:

After computing the number of increments from the minimum (baseline) OS requirement, the corresponding points earned by the applicant for ETP shall be determined using Take 3 features for Computation of Points for Influence, and Sayminesce)

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reputation of Properties based on actual Experience qualification of Application of Application

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Alto determining the beasing lovel, the ISIANYS shall compile for the increasons of the applicant is extra qualifications about on the abstraction to constitute product research the review shall refer to the difference between the applicant in manufacture and active compositing level of the manufacture (leveling QR requirement of the position) to be fixed.

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The following general guidelines shall be observed in giving corresponding joints to relevant Education, Training, and Experience qualifications: Meriting the minimum (baseline) QS requirements for Education, Training and Experience shall be given zero [0] points.

- till Consinierat verb Legal Education Baueri (1,25) Resolution No. 406, s. 2019, Narböur of Lenn (1,25) or Junn Dozon (1,27) until sealor diegre stands them also exholors recognized or suppressed of the 1,250 or 1,250 o
- Relevant training bours earned from digital/virtual/soline learning may be considered, subject to the conditions prescribed in CSC Memorations (Lorustia) (MCI No. 3, a 2021 (General Anidabnes on Digital Contine Learning in the Public Sector)
- Rehevant experience sprince has part time work of at least four (4) bount per day the considered, provided, that the experiments conditions of Emphysical to admitted by the sprince of the control of th
- Relevant Experience pained from abroad or notade the Philippines and produced produced the first explicate some in a first face and the first paintines are produced to the first paintines are produced to the first paintines are produced by a compared by a complete Paglish translation.
- able provisions under Rule VIII. Part I to IV of the CSC ORAGHRA apply in the appreciation of relevant Education. Training, and lence qualifications and giving of points to ETE errorentials.
- "Andreases Priference (cites to the exessions) of the table, daties and shallkides are curried out or exceptibilized by the applicature are ordered to succer statisfy do usered to where the content of the price priference; stating and in the current or previous (bit or published to the ordered to the position to d shall be used for purposes of girtup (parties for principality).

Pake 6. Components of Onstanding Accomplishments
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point Microllon in Table 2 shall serve as the maximum or collar point that a caused for each occupant. The point a error from each compensat as there to sermotive the total point for Contambiling Accomptionment, but not receive the maximum points or evaluate allocation. For Contambiling philosophic as explained in Table 1 (Point System for Debutative Assessment and Administration Traditions).

thly those outstanding accomplishments sequined or emped after the last section shall be considered ediplies to the given points.

Section 1 tends of the state of the force a through search process and shall not projubite search giving bookes, such as CSC, derroband, Victoria Economic beground Authority (Finds). Development Audations of the Philippines (DNA), Exc., ashall be given machinum points in Outstanding Accomplishments (i.e., often).

the death of each component of Constanting Accomplainments, including the Armanical and counters for principation, are as delibers.

a. Assume's and Recognition. This may refer to constanting employee sworth and/or assets as trainer/project.

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d.1. Constanting Registry Accord.

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Any issuance or memorandum designating the applicant as urstart/coach and the decognition of a trainer/coach of a B Certificate of Recognition/Appreciation as Trainer/Coach of a Witnying Contentant/Event/Activity.

for multiple search received from the hanc when'd gried both and/or search distingty that her conducted in select or progresses manner; only the higher-short award shall be considered by 18°C winning couch at the deviation, regional, national lovely situative, only the higher search shall be given points in claser where applicants about multiple search of the manner want of print points.

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The professions string required for internal applicants shell be the rating derived from the feature-based in Enternace. Management Springs (RPS) derived from the Seature Commitment and Review (RPS) from obtained from the applicants our current or pervious job or position that is relevant to the position to be filled.

However, as a manufact y requirement, the applicant that has be required to this set, and the product of the control of the co

In the control of the

rformance rating prior to the reclassification of the position shall be ered as performance using in the reclassified position for purposes notion. If applicable.

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of the orders in the general passes.

Lanuaror/Memorandum showing the membership in NTWO or Committee;
Contributed Participation or Attendance; and
B. Certificate of Participation or Attendance; and
C. Output/Adoption by the organization/Depžd.

Authors Jenning Matthews Library Libra

cheteadis Assengidancias. Ostrating Assengidancia refer to refer contributions of an applicate, such as these inertices of decreted for an approximately an assential cost, program assential and for an approximately an assential cost, program assential and assential program assential and application of the applications as an application of the approximately production, improved we thank standards, and/or get in operation increased production, improved we thank standards, and/or get in operation increased production, improved we thank standards, and/or get in operation increased production.

5 below enumerates the components of Outstanding Accomplishments and sponding maximum points for each component.

Means of world-axion (All lance MOV+ shall be submitted):

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B. Carifacts of Recognizion/Mority/Commension/Appreciation,

C. Side: dock/+ used and/or Scanion guide/+.

MEAP According Learning PwetHanton. This shall upply to applicants who have been given accretization as Learning Faciliator by the National Educator scatterny of the Philippines (NEAP.

A. Certificate of Recognition as Learning Pacilitator issued by Fig.P. Pregional Page.

R. Certificate of Recognition as Learning Facilitator issued by NEAC Certification force.

Level
Acredite: National Amoseur
Acredite: National Trainer
Accredite: Daylonal Trainer

Applicant Chiev in agriphing for a School Practical I (SE) ibli selbis SEO flagsfor City. He is committy a Number Tricitor in Edges City Preferral Tags Above appared to seaton 2013 March purpose of conquisting his Charlesofting Ascraphibourits, he submitted the Salaump MAY.

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	e pompet	and .	Ĭ
Continuenting Amening References Amening and Recognition Collection Systems Access 50.7 to Repair Memory March Systems Access 50.7 to Repair Memory March Systems for All Access 10.8 to Repair Memory March Systems for All Access 10.8 to Repair Memory March Systems for All Access 10.8 to Repair Memory March Systems for All Access 10.8 to Repair Memory March Systems for Access 10.8 to Repair Memory Memor	Whiched Couch (In Prins Procementery in 2015 RSPC formplets AFFs maintained)	Wording Check (Int / You Stryoud) is 2016 Distant Edukasyon as Pagrapakstoe Calabrator	Complement of the natural production of the complement of the comp

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6. Application of Detection, Application of controls to the controls made in a property or the whitehes a result of the the tending from the detection deposity or unit entrol, such as but not kinned to appear control control control to the control control control control controls to the control control control controls to the control control control control controls to the control control control controls to the control control control control controls to the control control control controls to the control control control controls to the control control control control controls to the control control control control controls to the control control control control control controls to the control control control control controls to the control control control controls to the control control control control controls to the control control control control controls to the control control control controls to the control control control control control control control controls to the control contro

The applicant's inability to take the principal's test shall not be cousidered grounds for disqualification. No test ments shall only mean no score tander the Written Foamhutson component.

hamothe example:

Vacant position.
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#7 - 10

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for promotion and appointment, to define whealth and appoint a position, the Highliston, the Highliston and appointment captrin as may be requested by the Highliston shall develop written examination which that its the basa for sooning the component on whitten incanalisation which that its the basa for sooning the component on whitten incanalisation for pulma.

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- Agentae, The Bill shall be used to make up to applicant's potential or the three statements of the statement of the statement

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digher premium shall be given to an application of education or intervention made by the applicant that is relevant and applicable to the position to be filted.

Arcompleturent Report together with a General Certification that the LAD interretation was used/adopted by a different office at the local/higher level.

8. Nevertial. Pricritid refers to the capacity and ability of an applicant of assume the district and responsabilities of the position to be filter, need to been higher positions to but are more vehicled in maters. It may be measured unough any or all of the billerings.

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Meuns of verification:

A. A tion Plan approved by the Mead of Office B. Accompliations Report verified by the Heat of Office C. Certification of the utilization/adoption eigned by the Head Office.

7. Application of Learning and Development (LAD), Application of LAD is a process actors of the learning about drown the human resource development (HSD) interventions done/attended by the applicant which must have not to agraction positive creation in their current or previous work. All Months of Control of Control

whether general states to the a standards cannation which measure the boroxiegis language preferency skills to reserve these indicates the provided to the special for the spits and estimated receiving the contraders appropriate to the school administration positions must be developed by papels manure and expensive properties to the school administration provided as a support to the school administration provided as a support to the school administration of the school about the contraders of the school about the school and school about the scho

Higher premium shi il be given to an application of ich or intervention made by the applicant that is referred and applicable to the position to be filled. The definition of relative interventions as alphalaed in tien 6 of this Order shall apply.

Means of verification.

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 Development Than (Think to enture algorithms of critication
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Page 35 of 16

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