



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 177

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 RELATED-TEACHING POSITION

Date : April 30, 2024

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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>EDUCATION PROGRAM SPECIALIST II</b>	Bachelor's degree in Education or its Equivalent	4 hours relevant training	2 years experience in education, research, development, implementation or other relevant experience	PBET/Teacher/RA 1080/Career Service (Professional); Appropriate Eligibility for Second Level Position

**Plantilla Item No.:** OSEC-DECSB-EPS2-750106-2014

**SG:** 16

**Monthly Salary:** ₱ 39,672.00

**No. of Vacancy/ies:** 1

**Place of Assignment:** SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SCHOOL MOBILIZATION AND NETWORKING)



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

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

**JOB SUMMARY:** To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education.

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
- l. 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. 4 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 **May 10**. 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 30, 2024 – May 10, 2024	Submission of application documents	Applicants Records Personnel	Face-to-Face
May 13, 2024	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
May 14, 2024 – May 27, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face
May 28, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
May 28, 2024 – June 3, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online





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June 4, 2024 – June 5, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face
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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.

  
**MELANIE F. ESTACIO, Ph.D, CESO VI**  
 Schools Division Superintendent

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RECEIVED**  
 24-120209  
 DATE: MAY 02 2024 TIME: 10:17  
 BY: 



**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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet			
c. Photocopy of valid and updated PRC License/ID			
d. Photocopy of Certificate of Eligibility/Report of 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 Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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. Screenshot of the automated e-mail 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)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.



Illustrative example:
National Program Specialist II - 00 18
Adviser/Supervisor/Head of the Division/Chief
Adviser/Supervisor/Head of the Division/Chief
Performance rating of the applicant: Strong
NS - 20
Performance = 5.00 x 36 = 180.00

4.1. Internal applicants:

The performance rating required for internal applicants shall be the rating...
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 performance rating in at least Satisfactory (S).

4.2. External applicants:

For external applicants whose performance is measured using a five (5)-level applicable performance rating scale, the midpoint value of the RPMS rating (Table 4) equivalent to the performance rating shall be used as the performance rating for purposes of the Performance Evaluation Tool.

Table 4. Midpoint Value of the RPMS Rating

Table with 2 columns: RPMS Rating Scale, Midpoint Value. Rows include Outstanding (4.75), Very Satisfactory (3.90-4.00), Satisfactory (3.00-3.49), Unsatisfactory (1.90-2.99), Poor (1.00-1.49), Below (0.74-0.89).

Illustrative example:
National Program Specialist II - 00 18
Adviser/Supervisor/Head of the Division/Chief
Adviser/Supervisor/Head of the Division/Chief
Performance rating of the applicant: Strong
NS - 20
Performance = 5.00 x 36 = 180.00

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

External applicants in vacant positions with experience requirement shall submit performance rating/s from current or previous work that is relevant to the position. The applicant's performance rating/s shall be converted to the corresponding points for the RPMS. The applicant's performance rating/s shall be considered in the absence of the applicable performance rating.

Finalists shall not be eligible for promotion. Applicants to positions that do not require an applicable experience requirement shall be eligible for promotion. Career Service Eligibility Waiver. Computation of points for performance shall be as follows:

Performance = 4/100 \* Waiver

Where:
A = Weighted Waiver/CS Eligibility Waiver
WA = Weighted Waiver for Performance
(20 points for 80-11.15, 80-16.23 and 80-27; 25 points for 80-29)

Illustrative example:
National Program Specialist II - 00 18
Adviser/Supervisor/Head of the Division/Chief
Adviser/Supervisor/Head of the Division/Chief
Performance rating of the applicant: Strong
NS - 20
Performance = 5.00 x 36 = 180.00

For honor graduation covered by Presidential Decree (PD) 307 issued, Governing Chief Service Eligibility to College Honor Graduates, as well as the Foreign School Honor Graduate Eligibility (PSHGG) as stipulated under CSC Resolution No. 1302714, the following rubric shall apply:

Means of verification:

- A. Academic or job-related award/s; or
B. Certification or any document showing job-relevant award/s
C. Certificate or any document showing TOSSP Award.

Rubrics:

Rubric table with 2 columns: Means of Verification, Points. Rows include Academic award (2 points), TOSSP award (1 point).

4.2. Outstanding Employee Award. This shall apply to applicants with research and experience, or those applying to positions with experience requirement.

Means of verification:

- A. Any issuance, memorandum or document showing the Criteria for the Award; and
B. Certificate of Recognition/Merit.

Rubrics:

Rubric table with 2 columns: Means of Verification, Points. Rows include Outstanding Award (2 points), Certificate of Recognition (1 point), etc.

For multiple awards received from the same award giving body and/or award category that are conducted in a series or progressive manner, only the highest-level award shall be considered (e.g. NCCP winning coach at the division, regional, national level). Similarly, only the highest award shall be considered in the case of multiple awards from different award giving bodies.

III. Consistent with Legal Education Board (LEB) Resolution No. 006, s. 2019, Bachelor of Laws (LLB) as Juris Doctor (J.D.) units and/or degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as academic credit for purposes of the RPMS, except for those units that involve practice of profession covered by the rules governing the bar, subject to further clarificatory guidelines as may be issued by the LEB.

Relevant training hours earned from digital/actual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular (MC) No. 3, s. 2021 (General Guidelines on Digital/Online Learning in the Public Service).

Relevant experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Recognition of Experience from the relevant authority in the foreign country or other than English or Filipino that is accompanied by a complete English translation.

Applicable provisions under Rule VIII (Part IV) of the CSC OROAC/ORA shall apply in the assessment of relevant Education Training, Job Experience qualifications and giving of points to ETE credentials.

Performance. Performance refers to the assessment of how tasks, duties and responsibilities are carried out or accomplished by the applicant as evidenced by the results of the assessment. The assessment shall be based on the performance achieved in the current or previous job or position that is relevant to the position to be filled shall be used for giving points for performance.

Finalists shall not be eligible for promotion. Applicants to positions that do not require an applicable experience requirement shall be eligible for promotion. Career Service Eligibility Waiver. Computation of points for performance shall be as follows:

Performance = 4/100 \* Waiver

Where:
A = Performance Rating
WA = Weighted Waiver for Digital RPMS
(20 points for 80-11.15, 80-16.23 and 80-27; 25 points for 80-29)

Means of verification:

- A. Academic or job-related award/s; or
B. Certification or any document showing job-relevant award/s
C. Certificate or any document showing TOSSP Award.

Rubrics:

Rubric table with 2 columns: Means of Verification, Points. Rows include Academic award (2 points), TOSSP award (1 point).

4.2. Outstanding Employee Award. This shall apply to applicants with research and experience, or those applying to positions with experience requirement.

Means of verification:

- A. Any issuance, memorandum or document showing the Criteria for the Award; and
B. Certificate of Recognition/Merit.

Rubrics:

Rubric table with 2 columns: Means of Verification, Points. Rows include Outstanding Award (2 points), Certificate of Recognition (1 point), etc.

For multiple awards received from the same award giving body and/or award category that are conducted in a series or progressive manner, only the highest-level award shall be considered (e.g. NCCP winning coach at the division, regional, national level). Similarly, only the highest award shall be considered in the case of multiple awards from different award giving bodies.

Learning Facilitator in seminars, training programs, conferences, conventions, congress, forums, learning action calls (LAC) sessions, etc.

Means of verification (All listed MOVs shall be submitted):

- Interviews/Interviews/Interviews/Thinking Matrix;
- Certificate of Recognition/MoC/Commendation/Approval/Invitation;
- Slide deck/s used and/or Session guide/s.

Rubrics:

Level	Performance indicators/competencies	Points
Applicant has been selected for the intervention	2 weeks	2 points
Applicant has been selected for the intervention	1 year	1 point
Applicant has been selected for the intervention	5 years	5 points
Applicant has been selected for the intervention	1 year	1 point
Applicant has been selected for the intervention	5 years	5 points
Applicant has been selected for the intervention	1 year	1 point
Applicant has been selected for the intervention	5 years	5 points
Applicant has been selected for the intervention	1 year	1 point
Applicant has been selected for the intervention	5 years	5 points
Applicant has been selected for the intervention	1 year	1 point
Applicant has been selected for the intervention	5 years	5 points

c. **NIAP Accredited Learning Facilitator:** This shall apply to applicants who have been awarded the Learning Facilitator by the National Educators Academy of the Philippines (NEAP).

Means of verification:

- Certificate of Recognition as Learning Facilitator issued by NIAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NIAP Central Office

Rubrics:

MOVs	Points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

7. **Application of Learning and Development (LAD):** Application of LAD is a process of the learning/development of the applicant which must have led to significant positive results in their current or previous work.

Higher premium shall be given to an application of LAD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in Item 6(a) of this Order shall apply.

Means of verification:

- Certificate of Training or Certification on any applicable LAD intervention, acquired that is aligned with the individual's current or previous work, and that the LAD intervention is aligned with the core tasks of the applicant in their current or previous position shall be required.
- Higher premium shall be given to an application of LAD or intervention made by the applicant that is relevant and applicable to the position to be filled. The definition of relevant intervention as stipulated in Item 6(a) of this Order shall apply.
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by the office at the local level.
- Accomplishment Report together with a General Certification that the LAD intervention was used/adopted by a different office at the local/higher level.

Rubrics:

MOVs	Points
ALL MOVs	10 points
MOV A, B, C	5 points
MOV A, B	3 points
MOV A	1 point

8. **Professional:** Refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature. It may be measured through any or all of the following:

Component	Points/Requirement	MO
Written Examination (WE)	5 points	MO 27
Skills or Work Sample Tests (S/WST)	10 points	MO 27
Behavioral Events Interview (BEI)	5 points	MO 27

4. **Written Examination:** Refers to the standardized examination which includes the assessment of the applicant's knowledge, skills, and judgment and leadership ability of the applicant. The test and evaluation rubrics appropriate to the position to be filled must be developed by subject matter experts as required by the HRMPSB. Subject matter experts refer to

Illustrative example:

Professional: Certificate of Recognition as Learning Facilitator issued by the National Educators Academy of the Philippines (NEAP).

Component	Points/Requirement	MO
Written Examination (WE)	5 points	MO 27
Skills or Work Sample Tests (S/WST)	10 points	MO 27
Behavioral Events Interview (BEI)	5 points	MO 27

6. **Application of Science:** Application of science is the contribution made by the applicant to the field of science through the application of scientific degrees and skills earned, such as that not limited to applied concepts, processes, and skills that are relevant to the position to be filled. Points shall be given to an applicant who has successfully applied the learning gained from said higher education in their current or previous work.

Rubrics:

MOVs	Points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Individuals internal or external to the office where the vacancy exists, or to the applicant's current or previous work, and that the LAD intervention is aligned with the core tasks of the applicant in their current or previous position shall be required by the position to be filled.

Rubrics:

MOVs	Points
ALL MOVs	10 points
MOV A, B, C	5 points
MOV A, B	3 points
MOV A	1 point

b. **BEI (or Work Sample Test)** refers to the test that may be administered to evaluate the application of skills relevant to the requirement of the position to be filled. The test and evaluation rubrics must be designed by subject matter experts as required by the position to be filled.

Component	Points/Requirement	MO
Written Examination (WE)	5 points	MO 27
Skills or Work Sample Tests (S/WST)	10 points	MO 27
Behavioral Events Interview (BEI)	5 points	MO 27

Behavioral Events Interview (BEI) refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and/or current workplace. It is based on the principle that past behavior predicts future behavior. The test and evaluation rubrics appropriate to the position to be filled must be developed by subject matter experts as required by the HRMPSB. Subject matter experts refer to

If the intervention made by the applicant does not meet the criteria to be relevant, then said intervention shall be considered and be given corresponding points using the rubrics for BEI relevant.

Means of verification:

- Action Plan approved by the Head of Office
- Performance Report verified by the Head of Office
- Confirmation of the intervention/assignment signed by the Head of Office

Rubrics (SO 11-15 and SO 24)

MOVs	Points
ALL MOVs	10 points
MOV A, B, C	5 points
MOV A, B	3 points
MOV A	1 point

b. **Positions with an experience requirement:** Applicants to positions that do not require previous work experience must submit the GWA in the highest academic grade level earned as evidenced by transcripts of the applicant's previous work experience. The HRMPSB shall develop a system that transcribes the GWA to a percentage scale. Computation of points for Application of Education shall be as follows:

Rubrics (SO 16-23 and SO 27)

MOVs	Points
ALL MOVs	10 points
MOV A, B, C	5 points
MOV A, B	3 points
MOV A	1 point

1. **Appraise:** The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled. The test and evaluation rubrics must be designed by subject matter experts as required by the position to be filled.

Rubrics (SO 11-15 and SO 24)

MOVs	Points
ALL MOVs	10 points
MOV A, B, C	5 points
MOV A, B	3 points
MOV A	1 point

The points allocated for BEI component (5 points) shall serve as the maximum or ceiling points that may be earned by an applicant. The points earned from the BEI component shall be used to determine the applicant's ranking. The HRMPSB shall determine the appropriate areas relevant to the position to be filled and assign points to each area not exceeding the maximum or ceiling points for BEI.

Rubrics (SO 16-23 and SO 27)

MOVs	Points
ALL MOVs	10 points
MOV A, B, C	5 points
MOV A, B	3 points
MOV A	1 point

1. **Appraise:** The BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled. The test and evaluation rubrics must be designed by subject matter experts as required by the position to be filled.