



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 201

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 NON-TEACHING POSITION

Date : June 4, 2024

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
ACCOUNTANT I	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	R.A. 1080

Plantilla Item No.: OSEC-DECSB-A1-750009-2005

Monthly Salary: ₱ 29,165.00

No. of Vacancy/ies: 1

Place of Assignment: DIGOS CITY NATIONAL HIGH SCHOOL

JOB SUMMARY:

- To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the school to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations.
- Ensures that financial report will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules and regulations.



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

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

- To supervise, facilitate and monitor the work of the accounting personnel and provide technical assistance to school head to ensure proper utilization of funds and preparation of reliable and timely financial reports.

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 **DIGOS CITY NATIONAL HIGH SCHOOL**.

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/ChecklistOmnibusVer2>)*), **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. 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.depdedigoscity.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 Digos City National High School is on **June 14, 2024**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

The deadline for the submission of the School Head to the Schools Division Office – Records Section is on **June 21, 2024**.

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

Date	Activities	Personnel Involved	Mode
June 4, 2024 – June 14, 2024	Submission of application documents	Applicants School PSB School Head	Face-to-Face
June 17, 2024 – June 21, 2024	Submission of application documents together with School PSB's Summary of Assessment	School PSB School Head Records Section	Face-to-Face
June 24, 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
June 25, 2024 – July 9, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face

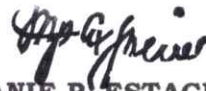


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July 10, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
July 10, 2024 – July 14, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
July 15, 2024 – July 16, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

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.

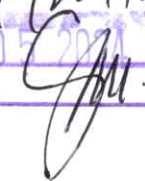
Widest dissemination of this Memorandum is earnestly desired.



MELANIE P. ESTACIO, Ph.D, CESO VI
OIC – Schools Division Superintendent



Schools Division of Digos City
RECORDS SECTION

24-02477
RECORDED
 DATE: JUN 07 2024 TIME: 11:00am
 BY: 

OSDS/ADMIN/HR/dbc



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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 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.

