



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

15 January 2021

DIVISION MEMORANDUM
No. 031, s. 2021

**HIRING OF LEARNING SUPPORT AIDES (LSAs) AND
SUBMISSION OF DOCUMENTS**

To: **PUBLIC SCHOOLS DISTRICT SUPERVISOR
SECONDARY AND ELEMENTARY SCHOOL HEAD**

1. Pursuant to Department of Education (DepEd) Order No. 32, s. 2020 re: *“Guidelines on the Engagement of Services of Learning Support Aides to Reinforce the Implementation of the Basic Education Learning Continuity Plan in time of COVID-19 Pandemic”*, the Division of Digos City will be facilitating the compliance of this Order and will deploy to schools that need LSAs.
2. All interested applicants shall submit their application letter addressed to the Schools Division Superintendent and Personal Data Sheet (CSC Form 212), which shall be received by the Records Section on or before 19 January 2021. If applicants are in the RQA, they need to indicate this information in the Application Letter.
3. No applicant included in the RQA (for both DO 7 and DO 22) shall lose their turn for a permanent teaching position on account of being an LSA, if they are up for a permanent teaching appointment based on Hiring Guidelines.
4. Applicants shall be informed if they are selected as LSAs; they shall submit the following requirements, to wit:
 - a. Subscribed Personal Data Sheet
 - b. PRC Teacher License,
 - c. Transcript of Records,
 - d. Medical Certificate,
 - e. Neuro-Psycho Examination result, and;
 - f. NBI or Police Clearance.
5. Contract of Service shall be signed only with complete attachments of documents as indicated above.
6. For immediate dissemination and strict compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
21-66446

DATE: 15 JAN 2021 TIME: 4:39 pm

BY: fj


CRISTY C. EPE
Schools Division Superintendent

