



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**OSDS-2022- 076**

**To :** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Education Program Supervisors  
Section/Unit Heads  
Elementary and Secondary School Heads  
Schools Division Office and Teaching and Non-Teaching Personnel

**Subject:** **Corrigendum to DM OSDS-004 s. 2022 re: Adaption of the Process Flows in Recruitment, Selection, and Placement (RSP) of the Division of Digos City**

**Date :** October 14, 2022

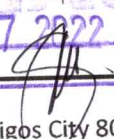
Relative to the enclosed DM OSDS-004 s. 2022 which was approved dated September 7, 2022, this office issues this corrigendum on the Process Flows for Recruitment, Selection, and Placement (RSP) of the Division of Digos City.

Attached herewith are the revised Process Flows of the Recruitment, Selection, and Placement (RSP).

For your information and strict compliance.

  
**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
22-92475  
DATE: OCT 17 2022 TIME: 9:42AM  
BY: 



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**OSDS-2022- 004**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Education Program Supervisors  
Section/Unit Heads  
Elementary and Secondary School Heads  
Schools Division Office and Teaching and Non-Teaching Personnel

Subject : ADOPTION OF THE PROCESS FLOWS IN THE RECRUITMENT,  
SELECTION AND PLACEMENT (RSP) OF THE DIVISION OF DIGOS  
CITY

Date : September 05, 2022

Pursuant to the Civil Service Commission issued Memorandum Circular (MC) No. 14, s. 2018 known as the **"2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised July 2018"** provides in Section 102, Rule IX that **"all government agencies shall submit their Agency Merit Selection Plan (MSP) to the CSC RO concerned, which shall take effect immediately upon approval."** Section 83 of the said Memorandum Circular provides that the **"Merit Selection Plan (MSP) shall cover position in the first and second level and shall also include original appointments and other related human resource actions. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religious source actions."**

Further, the Department of Education, in compliance to the Memorandum Circular, issued DepEd Order No. 019, s. 2022 on 22 April 2022 known as "The Department of Education Merit Selection Plan" provides in item No. 5 the scope of the MSP that this **"policy provides for a systematic method of selecting employees for appointment to first and second level positions, including second level executive/managerial positions. It covers the basic principles, policies, general procedures, and roles that govern and enable the recruitment, selection, and placement system of the Department. It encompasses all teaching, school administration,**



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

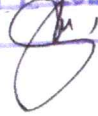
**related teaching, and non-teaching positions in the Central Office (CO), Regional Offices (ROs) Schools Division Office (SDOs) and Schools."**

In view of the foregoing rules and regulation, it is hereby directed the Process Flows in Recruitment, Selection and Placement, name: (1) **"Process Flow in the Recruitment, Selection and Placement of Teacher I Applicants"**, (2) **"Process Flow in the Recruitment, Selection and Placement of Reclassification of Teaching Positions in the Division of Digos City"**, (3) **"Process Flow in the Recruitment, Selection and Placement of Promotion to Teachers and Master Teachers Positions in the Division of Digos City"**, (4) **"Process Flow in the Recruitment, Selection and Placement of Non-Teaching Positions"**, and; (5) **"Process Flow in the Recruitment, Selection and Placement of Application for Transfer"** shall be observe in the hiring activities of the Division of Digos City.

For immediate dissemination and strict compliance.

  
**CRISTY C. EPE**  
Schools Division Superintendent

Schools Division of Digos City  
RECORDS SECTION

22-90420  
RECEIVED  
DATE: SEP 07 2022 TIME: 2:16pm  
BY: 



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



**PROCESS FLOW IN THE RECRUITMENT, SELECTION AND PLACEMENT OF NON-TEACHING POSITIONS  
IN THE DIVISION OF DIGOS CITY**



Legal Bases: (DepEd Order No. 66, s. 2007; DepEd Order No. 19, s. 2022; CSC MC No. 24, s. 2017 ORAOHRA)

| STEP | ACTIVITY                                                                                                    | BRIEF DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RESPONSIBLE PERSON                                                                                        | FORMS TO USE                                                                                                                                                                                                                        | NUMBER OF HOURS |
|------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1    | Updating the Schools Division Office's Personal Services Itemization and Plantilla Of Personnel (PSIPOP)    | Updating Schools Division Office's PSIPOP of the Department of Budget and Management by encoding the promotion, resignation, transfer and death of personnel in order to ascertain the vacancy subject for publication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Administrative Officer V/IV                                                                               | Download Personal Services Itemization and Plantilla Of Personnel (PSIPOP) file.                                                                                                                                                    | 2 days          |
| 2    | Requesting the Head of Office for approval to publish vacant positions                                      | A letter addressed to the Schools Division Superintendent indicating the Position Title, Plantilla Item Number, Name of the Incumbent, Cause of Vacancy and Official Station signed by the Administrative Officer V and the Assistant Schools Division Superintendent shall be forwarded to the Office of the Schools Division Superintendent for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Human Resource Management Officer/Designated HRM Personnel                                                | Approval Form.                                                                                                                                                                                                                      | 5 days          |
| 3    | Publishing & Posting of the vacant positions with the Civil Service Commission                              | The publication of vacant position is through the submission to the Civil Service Commission Davao del Sur Field Office (CSC DSFO) the duly accomplished CSC Form No. 9 Revised in 2018. The publication is posted on the Division of Digos City's website, Facebook page, SDO bulletin board and three conspicuous places in Digos City. The announcement will inform the Implementing Unit and Division Records Section personnel and enjoin him/her to begin accepting applications from interested applicants and the deadline for submission of applications, which will be 10 days from the posting of the CSC Job Portal. All applicants must complete the job application google form for the Equal Employment Opportunity Principle, which is also stated and can be found on the lower part of the publication matrix. | Human Resource Management Officer/Designated HRM Personnel/ Designated Division Records Section Personnel | CSC Form 9 posted in the (DepEd Digos Website, FB Page, CSC Job Portal and SDO, Schools, Districts Bulletin Boards) Logbook, <a href="https://tinyurl.com/Deped-Digos-Application">/https://tinyurl.com/Deped-Digos-Application</a> | 10 days         |
| 4    | Submission of application documents and summary of assessment form by the Implementing Unit/Records Section | The transmittal list and application documents will be submitted to SDO for the vacant items in the Implementing Unit. If a Non-Teaching vacancy exists in the District/School/SDO, all application documents will be received by the SDO Records Section for document tracking and forwarded to the SDS Office the same day. In addition, the District/School/Implementing Unit Selection Committee's shall submit also the summary of assessment.                                                                                                                                                                                                                                                                                                                                                                              | Implementing Unit Personnel Section/Records Personnel/SDS Secretariat                                     | Document Tracking System                                                                                                                                                                                                            | 5 days          |

|   |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                        |                                                       |         |
|---|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------|
| 5 | Forwarding the transmittal of all application Documents to HRMO for pre-assessment of the documents.                  | The Schools Division Superintendent Office shall consolidate all application documents and forward to HRMO together with the transmittal list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Human Resource Management Officer/Schools Division Superintendent Secretariat/Designated HRM Personnel | Transmittal list and Application documents            | 3 days  |
| 6 | Pre-assessment of documents and a meeting of the HRMPSB to plan the First and Second Phases of the Assessment Proper. | The HRMO shall pre-assess applicants' qualifications for the position applied for, whether or not they are qualified applicants in accordance with the Qualification Standards of the position. Following the completion of the aforementioned activity, the HRMO shall submit the pre-assessment result to the HRMPSB. The HRMPSB will determine the date of the examination, open document review, interview, and final evaluation of the applicants. Those who do not meet the QS of the position applied for will be notified of their disqualification prior to the scheduled date of the examination, open document assessment, and interview. | HRMPSB/Designated HRMO Personnel                                                                       | Pre-assessment evaluation form                        | 10 days |
| 7 | Posting the notification of the qualified applicants and calling each applicant for confirmation                      | The result of the pre-assessment of the HRMO on the qualification of the applicants shall posted in the SDO bulletin board and website. The qualified applicants shall be notified thru email or phone call on the scheduled date of examination and interview. Failure of the qualified applicant to appear on the scheduled date of examination and interview shall be construed as a waiver on their part. Those who did not qualify shall be informed in writing indicating the part of QS where they failed to meet.                                                                                                                            | HRMPSB/Designated HRMO Personnel                                                                       | Division Memorandum                                   | 10 days |
| 8 | First Phase - Written/Online Examination                                                                              | The examination shall be conducted as scheduled and approved by the members of the Human Resource Merit Promotion and Selection Board (HRMPSB). It shall be administered by the HRMO using the questions crafted by the members of the HRMPSB in a meeting conducted for that purpose preparing questions appropriate to each position applied for with highlights on competencies. The examination can be face-to-face or virtual.                                                                                                                                                                                                                  | HRMPSB/Human Resource Management Officer/Designated HRM Personnel / Microsoft Ambassador               | Written examination /online examination (google form) | 1 day   |
| 9 | Second Phase - Open Assessment of documents and interview of the Applicants                                           | The interview shall be conducted after the examination by the members of the HRMPSB. The interview and assessment of documents can be conducted face-to-face or virtual.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | HRMPSB/Human Resource Management Officer/Designated                                                    | Open Assessment and Interview Sheet for applicants.   | 1 day   |

|    |                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                   |                                                                                                                                                                     |                                                                                                 |
|----|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 10 | Consolidating of Results of the Written Examination, Interview, and Open Assessment of Documents | The HRMPSB /Human Resource Management Officer / Designated HR Personnel shall consolidate the numerical results in the written/online examination, open assessment, and interview in a score sheet to generate the ranking of the applicants.                                                                                                                                                                                                                                                                                                                                                             | HRMPSB/Human Resource Management Officer/HRMPSB Secretariat       | Score Sheets / Rating Sheets                                                                                                                                        | 3 days                                                                                          |
| 11 | Third Phase - Background Investigation (BI)                                                      | The Background Investigation is an activity to know the applicants better aside from knowing him/her during the interview conducted. It shall focus on the performance of the applicants in his/her present job. It includes inquiring into the relationship of the applicants to his/her Head of Office, Immediate Superior, Co-worker and peers. Good traits and the misdemeanor of the applicants shall also be one of the subjects of inquiry. Further, his/her neighbors may also be asked to determine whether or not the candidate has demonstrated behavior compatible with the desired position. | HRMPSB/Human Resource Management Officer/Designated HRM Personnel | Background Investigation Form. Email, electronic messaging and phone call.                                                                                          | 5 days                                                                                          |
| 12 | Submission of the Summary of Assessment                                                          | In the Summary of Assessment, the names of the candidates are listed by rank, together with the number of points they obtained and duly signed by the Members of the HRMPSB. The results of the Background Investigation (BI) of the top five (5) in the ranking are also attached, which may vary depending on the number of vacant items.                                                                                                                                                                                                                                                               | HRMPSB/Human Resource Management Officer/Designated HRM Personnel | Summary of Assessment                                                                                                                                               | 1 day                                                                                           |
| 13 | Selection of Appointing Authority of the applicant to be appointed                               | The Appointing Authority shall put a check mark in the Summary of Assessment Form on the name of the applicant whom he/she chooses to appoint and indicate opposite the name of the prospective appointee the words "for appointment issuance". If no applicant is selected within 15 days from the receipt of the SOA, the vacancy will be re-announced.                                                                                                                                                                                                                                                 | Schools Division Superintendent                                   | Summary of Assessment                                                                                                                                               | 15 days                                                                                         |
| 14 | Preparation and issuance of appointment                                                          | The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked as to completeness, veracity, accuracy, authenticity, otherwise they shall not be endorsed to the HRMO. The HRMO shall review and affix his/her initial in the appointment documents before transmitting to AO V-Admin for signature. Following that, endorsement of documents to ASDS, and SDS for appointment signature. The appointment shall then be issued.                                                                                                                                    | HRMO/HRMO designated personnel / ASDS / SDS                       | CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty) | 10 days<br><br>(74 days total Turn Around Time from Publication to Issuance of the Appointment) |

|    |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |                     |         |
|----|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------|---------|
| 15 | Orientation of the newly appointed personnel            | The appointee shall undergo into a scheduled orientation (virtual or face to face) after receiving the appointment to be oriented on the Department of Education orders implementing its Vision, Mission, and Developmental Goals including their duties and responsibilities as stated in their Position Description Form.                                                                                                                                                                                                                                                                                                                                                                                                            | HRMO/ HRMO designated personnel                                                     | Orientation Program | 1 day   |
| 16 | On-boarding Activities of the Newly Appointed Personnel | The on-boarding activities shall be undertaken by the personnel for a month with different activities in every week to be supervised by the immediate superior. Every week the appointee should have different tasks to perform like learning and to understand his/her job description, internalizing rules and regulation of the Civil Service Commission and Department of Education, to adopt to the routine work of the as a government employee. Further, he/she should undergo coaching and mentoring by his immediate superior so that after the on-board activities the appointee will be more responsible and can be left alone to perform his/her duties and responsibilities with less supervision or without supervision. | Administrative Officer V/Human Resource Management Officer/Designated HRM Personnel | On boarding Program | 30 days |

Prepared by

FRANCIS JUDE D. ALCOMENDRAS

Administrative Officer V

RONILYN P. NIEVES

Education Program Supervisor

MYHARRA FAYÉ C. LLANOS

Administrative Officer IV

ELY C. CATALUNA

Public School District Supervisor

(ON LEAVE)  
FERNA RENIRA T. ALDE  
Public School District Supervisor

GERALDINE M. RANARA  
Administrative Officer II

CHERRY ROSSETTE E. OLIVA  
Public School District Supervisor

DAYNIE BETH D. CABARDO  
Administrative Assistant III

Reviewed by:

(ON LEAVE)  
BASILIO P. MANA-AY JR. EdD.  
Assistant Schools Division Superintendent

Approved by:

CRISTY C. EPE  
Schools Division Superintendent

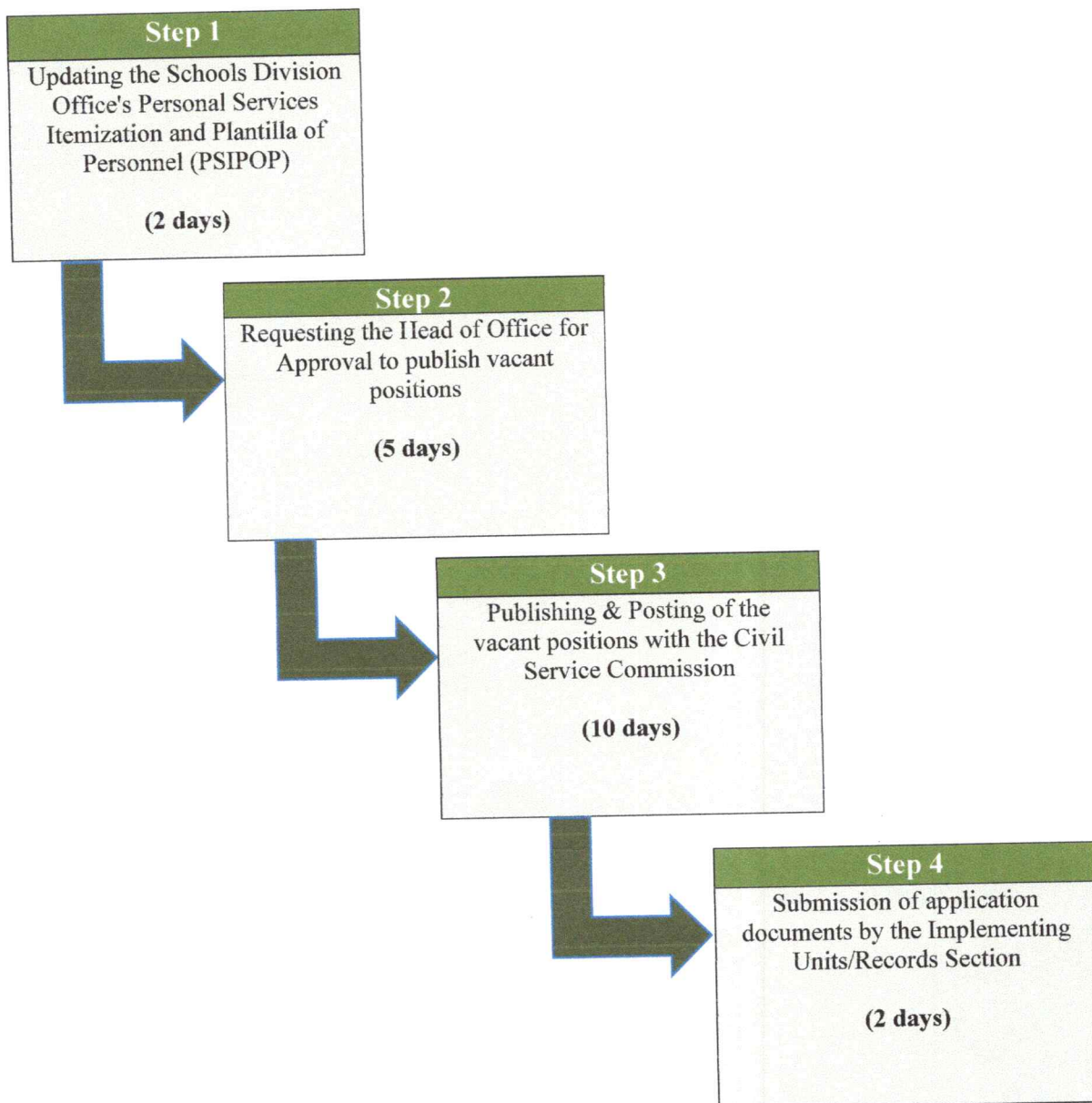
OCT 14 2022



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



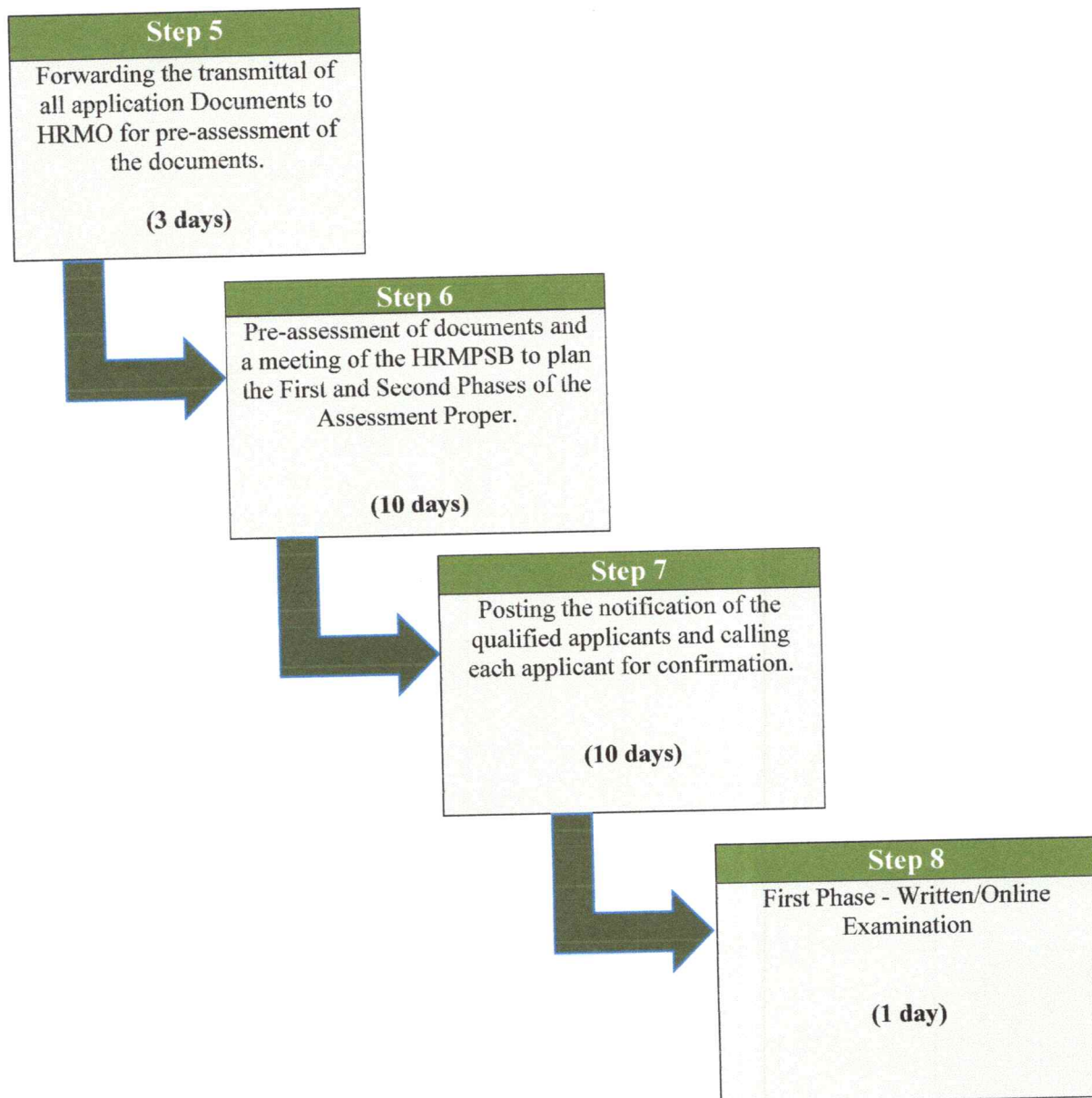
***NON-TEACHING PROCESS FLOW***



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



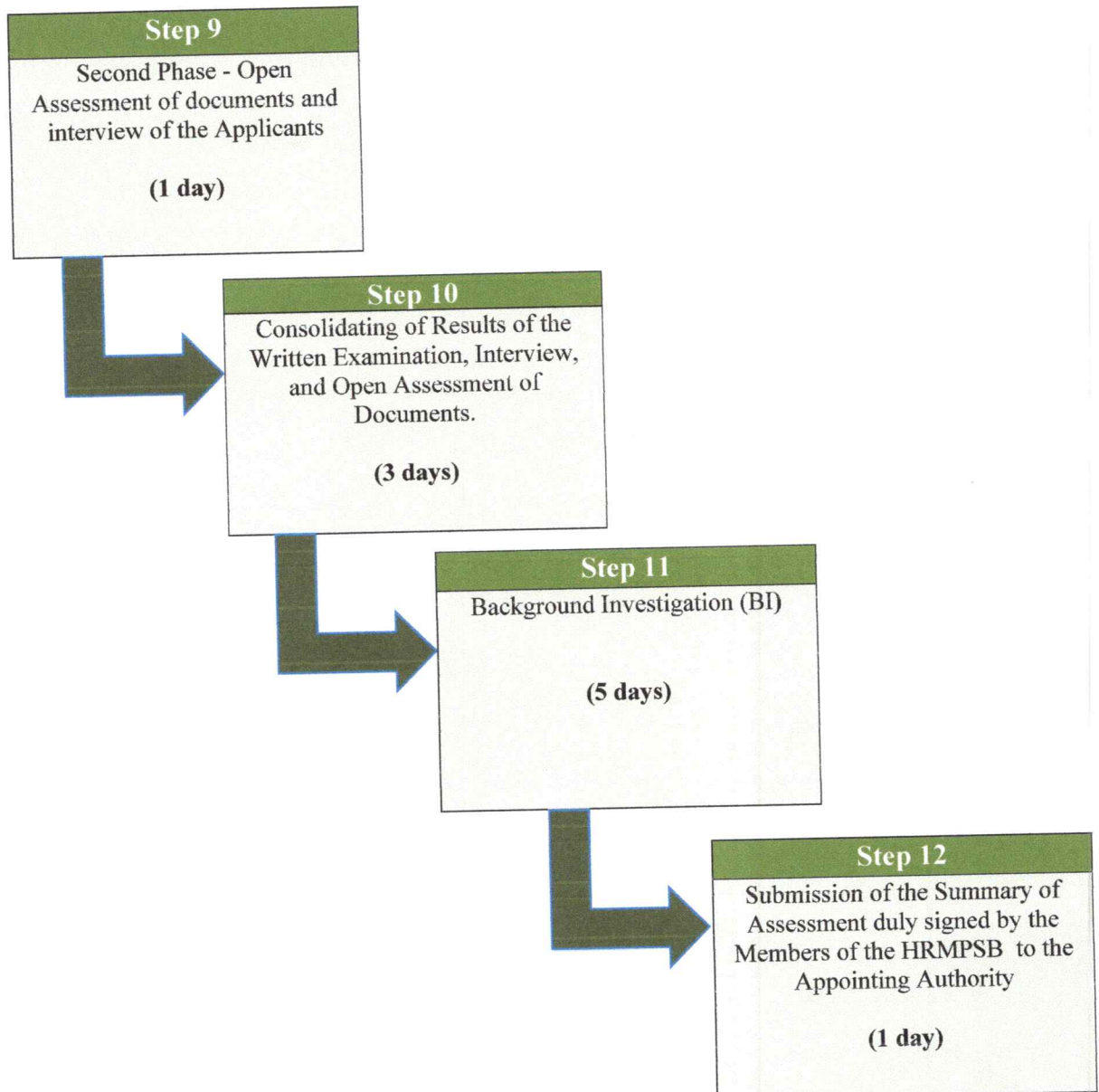
Republic of the Philippines  
Department of Education  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



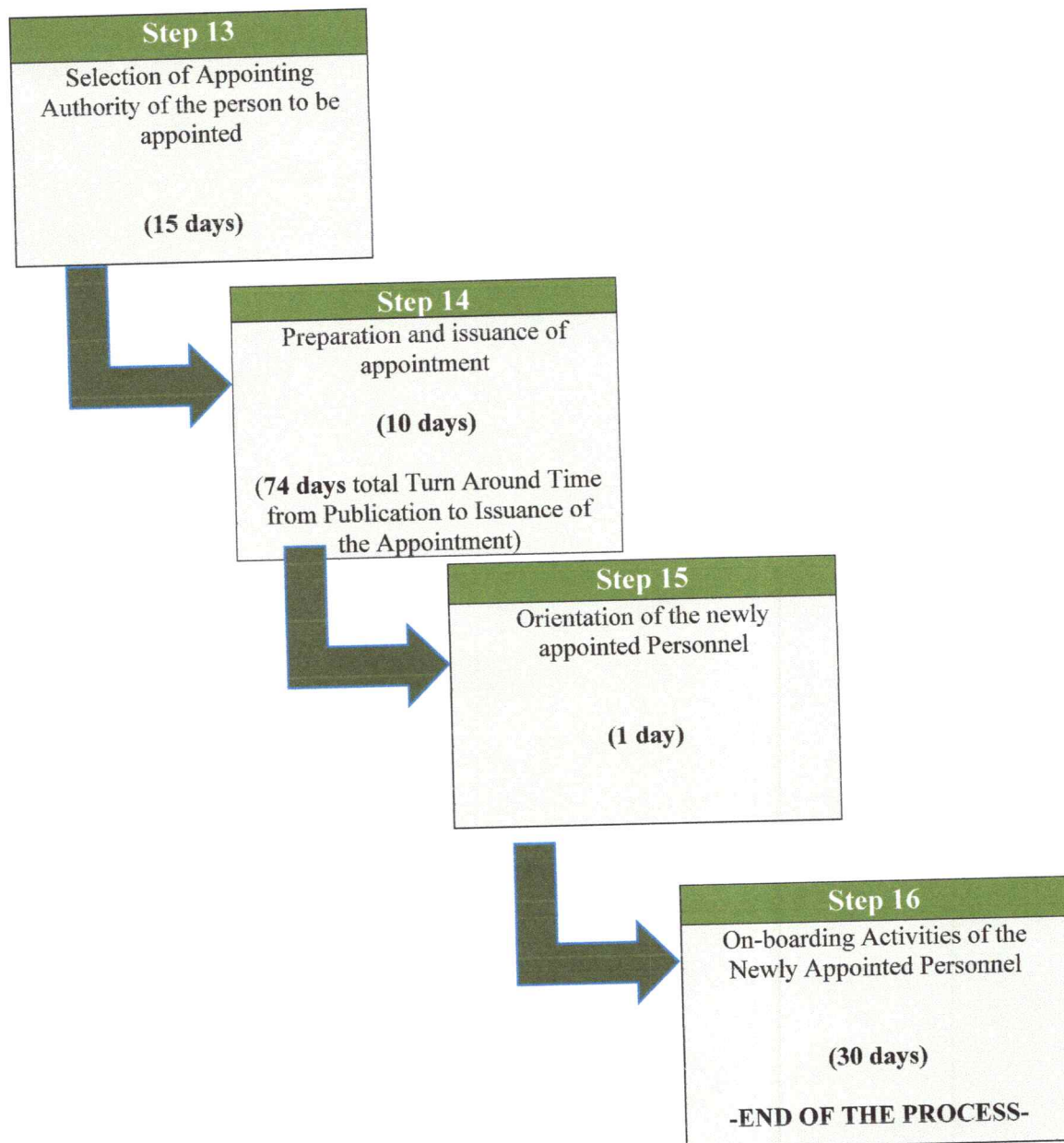
Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



**PROCESS FLOW IN THE RECRUITMENT, SELECTION AND PLACEMENT OF TEACHER I APPLICANTS  
IN THE DIVISION OF DIGOS CITY**



Legal Bases: (DepEd Order No. 07, s. 2016; DepEd Order No. 03, s. 2016; DepEd Order No. 19, s. 2022; CSC MC No. 24, s. 2017 ORAOHRA)

| STEP | ACTIVITY                                                                                                 | BRIEF DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RESPONSIBLE PERSON                                                              | FORMS TO USE                                                                                                                                                                                                                        | NUMBER OF DAYS |
|------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1    | Updating the Schools Division Office's Personal Services Itemization and Plantilla of Personnel (PSIPOP) | Updating Schools Division Office's PSIPOP of the Department of Budget and Management by encoding the promotion, resignation, transfer and death of personnel to ascertain the vacancy subject for publication.                                                                                                                                                                                                                                                                                                                                                                                                    | Administrative Officer IV/V                                                     | PDF file of the PSIPOP                                                                                                                                                                                                              | 2 days         |
| 2    | Requesting the Head of Office for Approval to publish vacant positions                                   | A letter addressed to the Schools Division Superintendent indicating the Position Title, Plantilla Item Number, Name of the Incumbent, Cause of Vacancy and Official Station signed by the Administrative Officer V and the Assistant Schools Division Superintendent shall be forwarded to the Office of the Schools Division Superintendent for approval.                                                                                                                                                                                                                                                       | Human Resource Management Officer/Designated HRM Personnel                      | Approval Form                                                                                                                                                                                                                       | 5 days         |
| 3    | Publishing & Posting of the vacant positions with the Civil Service Commission                           | The publication of vacant position is through the submission to the Civil Service Commission Davao del Sur Field Office (CSC DSFO) the duly accomplished CSC Form No. 9 Revised in 2018. The publication is posted on the Division of Digos City's website, Facebook page, SDO bulletin board and three conspicuous places in Digos City. The announcement will inform the Implementing Units/Schools/District. All applicants must complete the job application google form for the Equal Employment Opportunity Principle, which is also stated and can be found on the lower part of the publication matrix.   | Human Resource Management Officer/Designated HRM Personnel                      | CSC Form 9 posted in the (DepEd Digos Website, FB Page, CSC Job Portal and SDO, Schools, Districts Bulletin Boards), Logbook, <a href="https://tinyurl.com/Deped-Digos-Application">https://tinyurl.com/Deped-Digos-Application</a> | 10 days        |
| 4    | Information-Dissemination /Posting of Information and submission of Teacher Applicants                   | An applicant shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application supported by the list of requirements documents. Acceptance of the application documents for Teacher applicants of RQA.                                                                                                                                                                                                                                                                                                                        | Schools Screening Committee/Districts Committee                                 | Division Memorandum/Logbook                                                                                                                                                                                                         | 15 days        |
| 5    | Applicants' Data Encoding in the Online Per School                                                       | The school shall assign somebody from the School Screening Committee to be in-charge in the encoding of teacher-applicant's pertinent data through the link to be provided by the HRMPBSB, one for the elementary and another for the secondary. The encoded data should be thoroughly reviewed to ensure correctness of data and to avoid possible complaints.                                                                                                                                                                                                                                                   | Schools Screening Committee                                                     | Teacher-Applicant Rating Template                                                                                                                                                                                                   | 2 days         |
| 6    | Endorsement of Pertinent Papers of Teacher Applicants                                                    | The School Screening Committee shall ensure that pertinent papers of applicants are adequately checked as to completeness, veracity, accuracy, and authenticity. They should NOT be endorsed to the District Office if INCOMPLETE. Then after, endorsement of Pertinent Papers of Teacher-Applicants and other documents from District to the Documents Evaluators. Before forwarding to the Division Secretariat, the Division Screening Committees assigned for each District shall double check and ensure that required data of all applicants are encoded in the online "Teacher-Applicant Rating Template". | Schools Screening Committee/Districts Committee/Documents Evaluators (PSDS/EPS) | Transmittal List/Application Documents                                                                                                                                                                                              | 5 days         |

|    |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                        |                                                                             |         |
|----|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------|
| 7  | Documents Evaluation, Consolidation of Results of RQA           | Interview of Teacher-Applicants (Online or face-to-face) depending on the decision of the Division Screening Committees in each District, which, if face-to-face, shall always consider strict observance to minimum health and safety protocols. Submission of Videos for Demonstration Teaching (through Google link to be provided/posted by the Division Screening Committees assigned in each district). Conduct of English Proficiency Test. Conduct of Skills Demonstration (for Kindergarten, Elementary and Junior High School only). Results shall immediately be forwarded to the Documents Evaluators/Consolidators. | Division Selection Committee/Documents Evaluators/HRMPSB/Mateo Eleazer | Score Sheet / Rating Sheet                                                  | 20 days |
| 8  | Individual Validation of Evaluation Results                     | Individual Validation of Evaluation Results and Online Meeting with Applicants on Validation of Evaluation Results (Using 3 different links for elementary and Junior and Senior level respectively). Sends to each applicant an email communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair. Prior to the finalization of the RQA, the applicants are given three days to validate/rectify the results after being emailed.                                                                                                          | Division Selection Committee/Documents Evaluators                      | Individual Evaluation Result                                                | 5 days  |
| 9  | Finalization and Signing of RQA                                 | Finalization and submission of the following documents to HRMO. a. Registry of Qualified Applicants (RQA) b. Consolidated Results for Elementary and Secondary Levels (ranking document of all applicants c. Application Documents (Folders). PSB Conference and Signing of Documents (RQA) for Recommendation to SDS.                                                                                                                                                                                                                                                                                                           | Division Selection Committee/ASDS/SDS                                  | Registry of Qualified Applicants (RQA)                                      | 10 days |
| 10 | Posting of Registry of Qualified Applicants (RQA)               | The HRMO shall post the signed and approved by the Division Selection Committee and the Schools Division Superintendent the Registry of Qualified Applicants (RQA) for Elementary, Secondary, and Senior High School on the Division's website and the Human Resource Official Facebook page.                                                                                                                                                                                                                                                                                                                                    | Division Selection Committee/ASDS/SDS                                  | Registry of Qualified Applicants (RQA)                                      | 1 day   |
| 11 | Background Investigation (BI)                                   | The Background Investigation is an activity to know the applicants better aside from knowing him/her during the interview conducted. It shall focus on the performance of the applicants in his/her present job. It includes inquiring into the relationship of the applicants to his/her Head of Office, Immediate Superior, Co-worker and peers. Good traits and the misdemeanor of the applicants shall also be one of the subjects of inquiry. The results of the Background Investigation (BI) of the top five (5) in the ranking are also attached, which may vary depending on the number of vacant items.                | Human Resource Management Officer/Designated HRM Personnel             | Google forms & Background Investigation Form.                               | 5 days  |
| 12 | Submission of Report on Vacancy and Assignment                  | The School shall submit to the Human Resource Section the ROVA indicating the details of the vacant items and including the cause of the vacancy and its proposed appointee based on the current School Year Registry of Qualified Applicants (RQA) and signed by the School Selection Committee.                                                                                                                                                                                                                                                                                                                                | School Head/ School Selection Committee/HRMO                           | Report on Vacancy and Assignment Form                                       | 2 days  |
| 13 | Encoding in the Google Sheet and Validation of the ROVA details | The HRMO shall encode the ROVA's details and validate whether the vacancy was published and posted in the CSC-FO Davao del Sur and shall verify in the HRIS vis a vis PSIPOP if the incumbent is whether retired, deceased, transferred and if promoted duly received and attested appointment from the CSC. If the DBM issues a NOSCA for new item allocation, the proposed appointee in the ROVA must be on the RQA ranking list. The proposed appointee will be validated by the HRMO based on RQA ranking and localization before being forwarded to the Appointing Authority.                                               | Human Resource Management Officer/Designated HRM Personnel/ SDS        | Report on Vacancy and Assignment Form/Document Tracking System/Google Sheet | 2 days  |

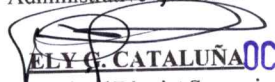
|    |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                               |                                                                                                                                                                     |                                                                                                  |
|----|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 14 | Selection of Appointing Authority of the person to be appointed | The Appointing Authority shall verify on whether or not the appointee reflected in the Report of Vacancy and Assignment is true and correct based on the Registry of Qualified Applicants and the existing Hiring Guidelines. If found in order, he/she shall sign and return the document to the Human Resource Management Office for the preparation of appointment. In so instance, that he/she finds error or discrepancy, within 15 days the said document shall be returned for revision to the concerned Office indicating therein the correction to be reflected.                                                                                                                                                                              | Schools Division Superintendent                                                               | Registry of Qualified Applicants (RQA)                                                                                                                              | 15 days                                                                                          |
| 15 | Preparation and Issuance of appointment                         | The HR personnel shall notify the appointee of the need to submit the requirements and prepare the appointment documents. The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked for completeness, veracity, accuracy, and authenticity. If they are incomplete, they should not be endorsed to the HRMO. Before transmitting to AO V-Admin for signature the HRMO shall review and affix his/her initial in the appointment documents. Following that, endorsement of Documents to ASDS, and SDS for signature. The appointment shall then be issued.                                                                                                                                                  | HRMO/HRMO designated personnel/ASDS/SDS                                                       | CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty) | 10 days<br><br>(102 days total Turn Around Time from Publication to Issuance of the Appointment) |
| 16 | Orientation of the newly appointed Teacher                      | The appointee shall undergo into a scheduled orientation (virtual or face to face) after receiving the appointment to be oriented on the Department of Education orders implementing its Vision, Mission, and Developmental Goals including their duties and responsibilities as stated in their Position Description Form.                                                                                                                                                                                                                                                                                                                                                                                                                            | HRMO/ HRMO designated personnel                                                               | Orientation Program                                                                                                                                                 | 1 day                                                                                            |
| 17 | On-boarding Activities of the Newly Appointed Personnel         | The on-boarding activities shall be undertaken by the newly appointed Teacher 1 for a month with different activities in every week to be supervised by the immediate superior. Every week the appointee should have different tasks to perform like learning and to understand his/her job description, internalizing rules and regulation of the Civil Service Commission and Department of Education, to adopt to the routine work of the as a government employee. Further, he/she should undergo coaching and mentoring by his immediate superior so that after the on-board activities the appointee will be more responsible and can be left alone to perform his/her duties and responsibilities with less supervision or without supervision. | School Head / School Principal                                                                | Onboarding Program / Report                                                                                                                                         | 30 days                                                                                          |
| 18 | Induction Program for Newly Appointed Personnel                 | An Induction Program is a scheduled seminar or an orientation on Department of Education Orders implementing its Vision, Mission and Developmental Goals. It also includes the topics on Administrative Disciplinary and Non-Disciplinary Cases. The most important part of the induction program is the lecture on R.A. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees which is the source of the Norms of Conduct of every employee to be manifested in addressing client's needs and government officials obligation to the government.                                                                                                                                                                 | Human Resource Development Section/Human Resource Management Officer/Designated HRM Personnel | Teacher Induction Program (TIP)                                                                                                                                     | 2 days                                                                                           |

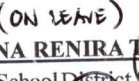
Prepared by:

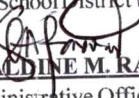
 **FRANCIS JUDE D. ALCOMENDRAS**  
Administrative Officer V

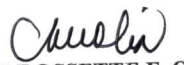
 **RONILYN P. NIEVES**  
Education Program Supervisor

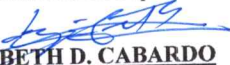
 **MYHRRFA Y C. LLANOS**  
Administrative Officer IV

 **ELY G. CATALUÑA**  
Public School District Supervisor

 (ON LEAVE)  
**FERNA RENIRA T. ALDE**  
Public School District Supervisor

 **GERACELINE M. RANARA**  
Administrative Officer II

 **CHERRY ROSSETTE E. OLIVA**  
Public School District Supervisor

 **DAYNIE BETH D. CABARDO**  
Administrative Assistant III

Reviewed by:

(ON LEAVE)  
**BASILIO P. MANA-AY JR. CESO VI**  
Assistant Schools Division Superintendent

Approved by:

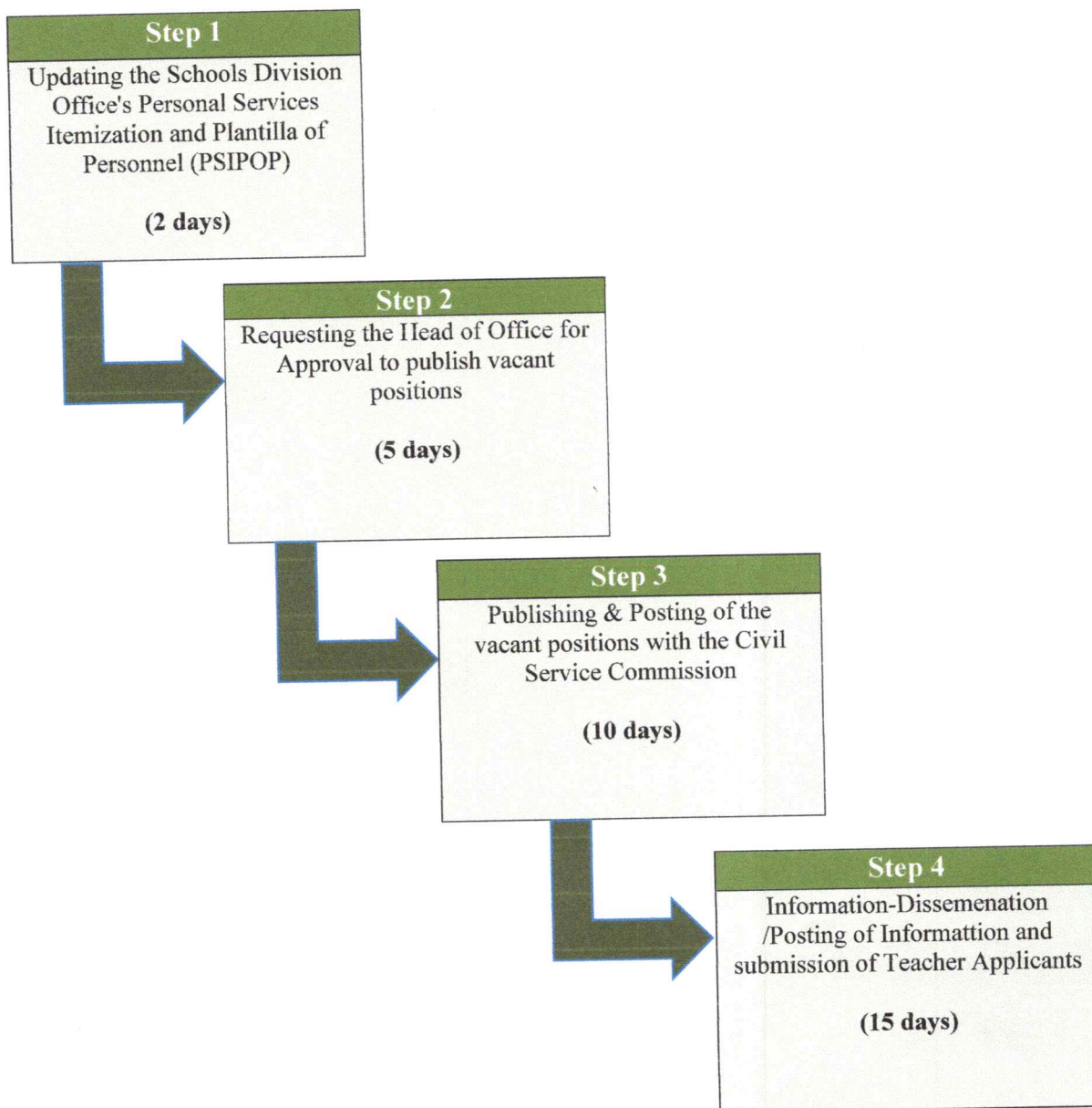
 **CRISTY C. EPE**  
Schools Division Superintendent



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



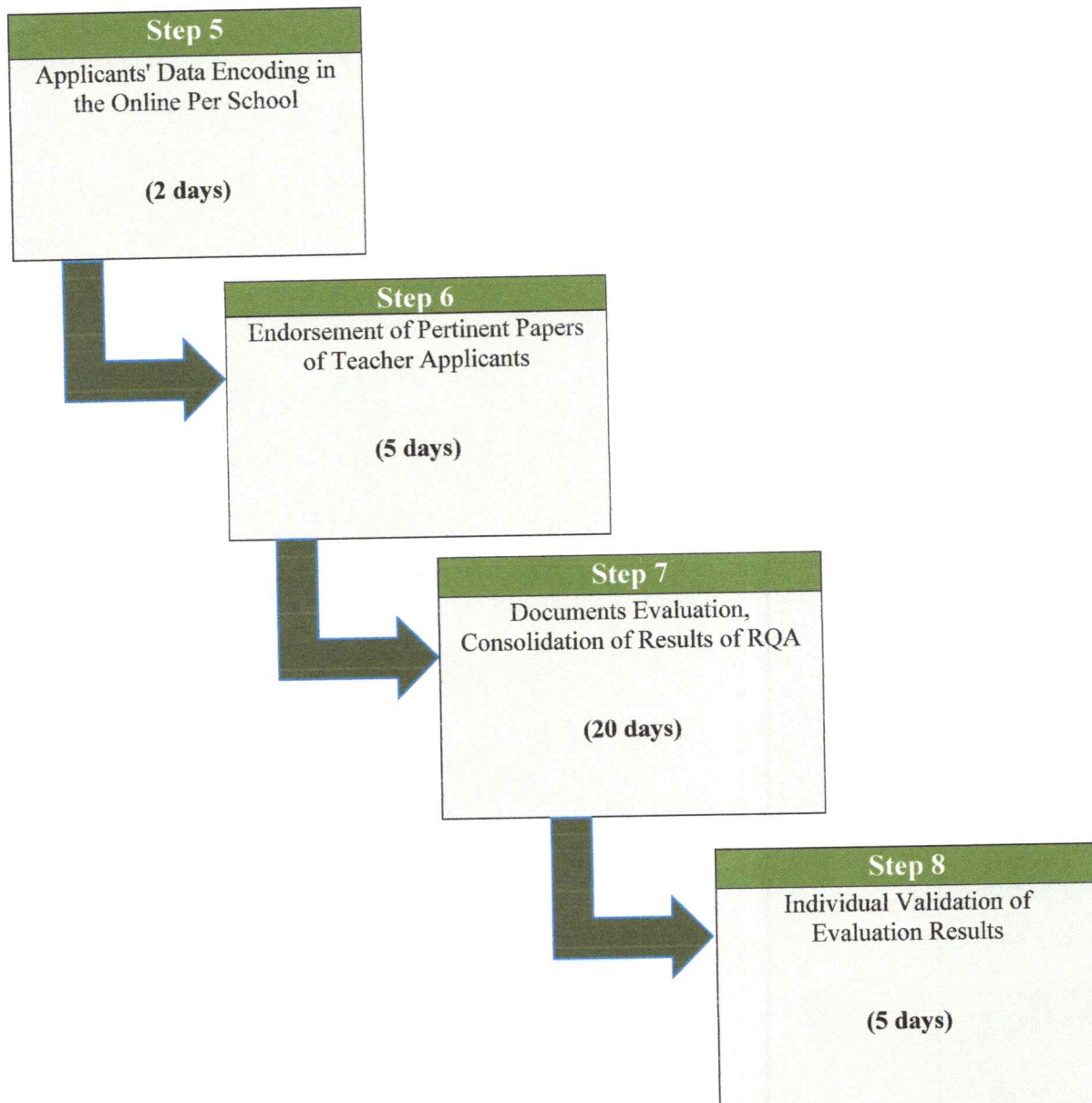
**TEACHER 1 PROCESS FLOW**



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



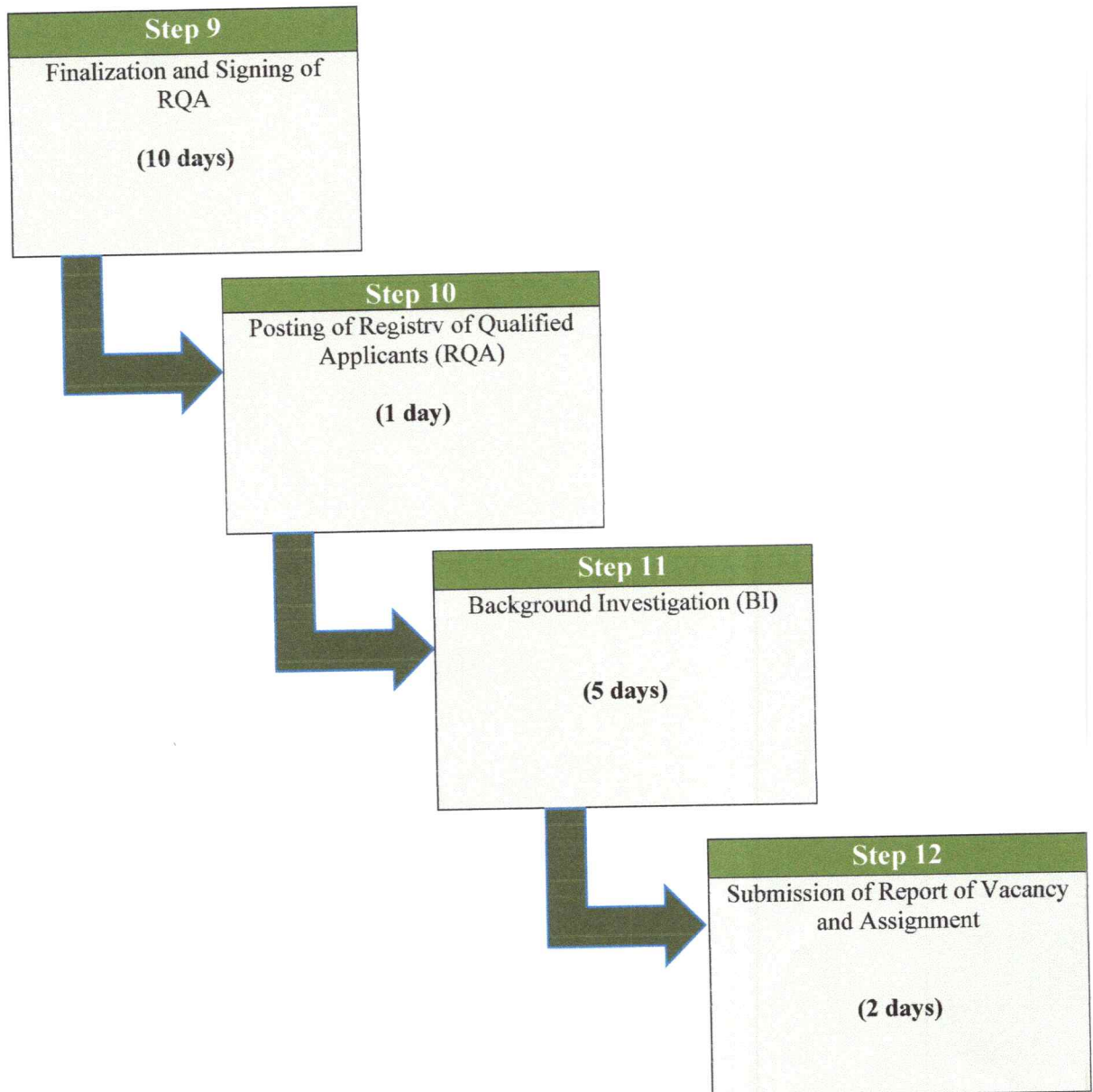
Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



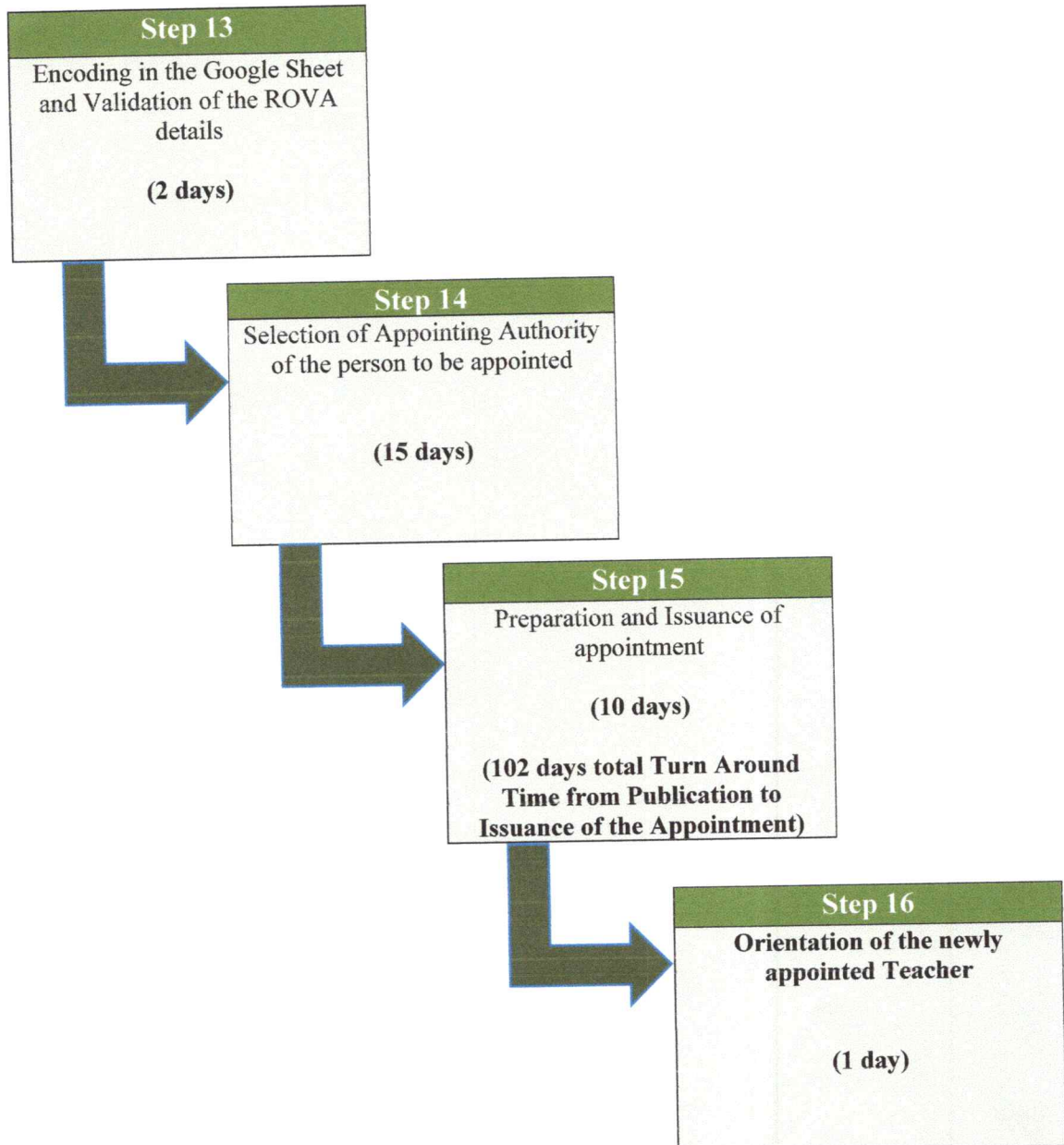
Republic of the Philippines  
Department of Education  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



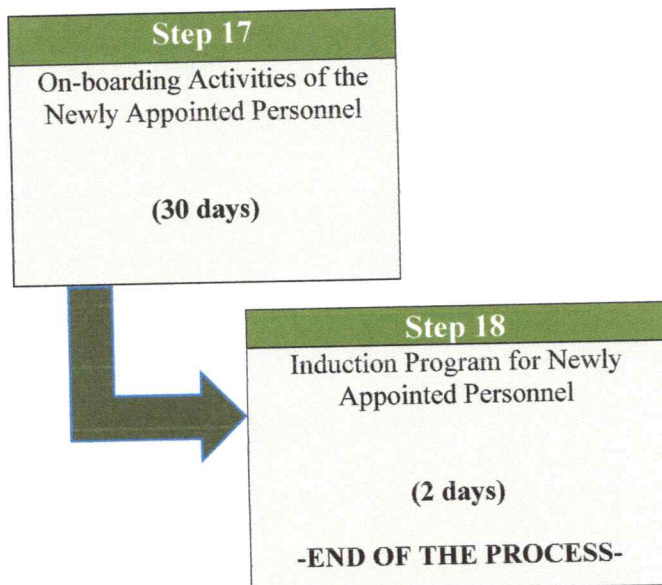
Republic of the Philippines  
Department of Education  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



**PROCESS FLOW IN THE RECRUITMENT, SELECTION AND PLACEMENT OF APPLICATION FOR TRANSFER  
IN THE DIVISION OF DIGOS CITY**



*Legal Bases: (DepEd Order No. 22, s. 2013; DepEd Order No. 19, s. 2022; CSC MC No. 24, s. 2017 ORAOHRA)*

| STEP | ACTIVITY                                                                                                 | BRIEF DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RESPONSIBLE PERSON                                         | FORMS TO USE                                                                                                                                                                                                                        | NUMBER OF HOURS |
|------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1    | Updating the Schools Division Office's Personal Services Itemization and Plantilla of Personnel (PSIPOP) | Updating Schools Division Office's PSIPOP of the Department of Budget and Management by encoding the promotion, resignation, transfer and death of personnel to ascertain the vacancy subject for publication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Administrative Officer IV/V                                | PDF file of the PSIPOP                                                                                                                                                                                                              | 2 days          |
| 2    | Requesting the Head of Office for Approval to publish vacant positions                                   | A letter addressed to the Schools Division Superintendent indicating the Position Title, Plantilla Item Number, Name of the Incumbent, Cause of Vacancy and Official Station signed by the Administrative Officer V and the Assistant Schools Division Superintendent shall be forwarded to the Office of the Schools Division Superintendent for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Human Resource Management Officer/Designated HRM Personnel | Approval Form.                                                                                                                                                                                                                      | 5 days          |
| 3    | Publishing & Posting of the vacant positions with the Civil Service Commission                           | The publication of vacant position is through the submission to the Civil Service Commission Davao del Sur Field Office (CSC DSFO) the duly accomplished CSC Form No. 9 Revised in 2018. The publication is posted on the Division of Digos City's website, Facebook page, SDO bulletin board and three conspicuous places in Digos City. The announcement will inform the Implementing Unit/Schools/District and Division Records Section personnel and enjoin him/her to begin accepting applications from interested applicants and the deadline for submission of applications, which will be 10 days from the posting of the CSC Job Portal. All applicants must complete the job application google form for the Equal Employment Opportunity Principle, which is also stated and can be found on the lower part of the publication matrix. | Human Resource Management Officer/Designated HRM Personnel | CSC Form 9 posted in the (Deped Digos Website, FB Page, CSC Job Portal and SDO, Schools, Districts Bulletin Boards), Logbook, <a href="https://tinyurl.com/Deped-Digos-Application">https://tinyurl.com/Deped-Digos-Application</a> | 10 days         |
| 4    | Submission of Application Documents to the SDO                                                           | The applicant will submit his/her application documents addressed to the Superintendent of the Schools Division of Digos City, which will be received by the Records Section for document tracking and will be forwarded to the office of SDS Office. After SDS perusal he/she shall route the application documents to the ASDS for ranking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Records Personnel/SDS/ASDS                                 | Document Tracking System                                                                                                                                                                                                            | 5 days          |

|   |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                     |                                                                                        |         |
|---|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------|
| 5 | Ranking of the Transfer Applicants                                                             | The HRMPSB Chairperson shall route the documents of the applicants for transfer to the AO V-Admin for Elementary Grades and to Public Schools District Supervisor for the Secondary Grades for assessment and ranking purposes. They shall submit to the HRMPSB Chair thereafter the ranking list for review before transmitting to SDS.                                                                                                                                                                                                                         | ASDS/PSDS<br>Secondary Grades/<br>Administrative<br>Officer V       | Ranking List                                                                           | 20 days |
| 6 | The Conduct of Background Investigation                                                        | The purpose of the background investigation is to learn more about the applicants. The investigation must focus on the applicant's performance in his or her current job. It includes inquiring into the relationship of the applicants to his/her Head of Office, Immediate Superior, Co-worker and peers. Good traits and the misdemeanor of the applicants shall also be one of the subjects of inquiry. Further, his/her neighbors may also be asked to determine whether or not the candidate has demonstrated behavior compatible to the applied position. | Human Resource<br>Management<br>Officer/Designated<br>HRM Personnel | Background<br>Investigation Form.<br>Email, electronic<br>messaging and<br>phone call. | 5 days  |
| 7 | Submission of the Ranking of the Applicant for Transfer to the Schools Division Superintendent | The Schools Division Superintendent receives a duly signed ranking list of applicants for transfer from the Evaluators via the Secretaries for approval. The results of the Background Investigation (BI) of the top five (5) in the ranking are also attached.                                                                                                                                                                                                                                                                                                  | ASDS and SDS<br>Secretariat                                         | Applicant Transfer<br>Ranking List                                                     | 5 days  |
| 8 | Selection of Appointing Authority                                                              | The Schools Division Superintendent shall check the submitted list/ranking of applicants for transfer, and shall sign if found in order. However, appointment shall be based on the Revised Guidelines on the Transfer of Teachers and the Adaptive Measures on Prioritizing Application for Transfer and the vacancy per Plantilla of Personnel to accommodate such application.                                                                                                                                                                                | Schools Division<br>Superintendent                                  | Applicant Transfer<br>Ranking List                                                     | 15 days |
| 9 | Draft Accommodation Letter and Submission of ROVA                                              | HR Designated Personnel shall draft an accommodation letter to the concerned Division Office informing that the transfer request can be accommodated which shall be reviewed by the HRMO and affix his/her initial before transmitting to the AO V-Admin. Likewise the Report of Vacancy and Assignment (ROVA) bearing the name of the applicant to be transferred as proposed appointee shall be forwarded for SDS approval.                                                                                                                                    | HRMO/AO V/AO<br>IV/SDS                                              | Accommodation<br>Letter & ROVA                                                         | 15 days |

|    |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |                                                                                                                                                                     |                                                                                                  |
|----|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 10 | Releasing of Signed Accommodation Letter                | The Records Personnel shall release the signed and approved accommodation letter to the transfer applicant addressed to the Head of Agency of the concerned Division Office. Likewise, he/she shall comply all the requirements list for the processing of transfer appointment.                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Records Personnel                                                                   | Accommodation Letter                                                                                                                                                | 10 days                                                                                          |
| 11 | Preparation and issuance of appointment                 | The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked as to completeness, veracity, accuracy, authenticity, otherwise they shall not be endorsed to the HRMO. The HRMO shall review and affix his/her initial in the appointment documents before transmitting to AO V-Admin for signature. Following that, endorsement of documents to ASDS, and SDS for appointment signature. The appointment shall then be issued.                                                                                                                                                                                                                                                                 | HRMO/HRMO designated personnel / ASDS / SDS                                         | CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty) | 15 days<br><br>(100 days total Turn Around Time from Publication to Issuance of the Appointment) |
| 12 | Orientation of the newly appointed Personnel            | The appointee shall undergo into a scheduled orientation (virtual or face to face) after receiving the appointment to be oriented on the Department of Education orders implementing its Vision, Mission, and Developmental Goals including their duties and responsibilities as stated in their Position Description Form.                                                                                                                                                                                                                                                                                                                                                                                                            | HRMO/ HRMO designated personnel                                                     | Orientation Program                                                                                                                                                 | 1 day                                                                                            |
| 13 | On-boarding Activities of the Newly Appointed Personnel | The on-boarding activities shall be undertaken by the personnel for a month with different activities in every week to be supervised by the immediate superior. Every week the appointee should have different tasks to perform like learning and to understand his/her job description, internalizing rules and regulation of the Civil Service Commission and Department of Education, to adopt to the routine work of the as a government employee. Further, he/she should undergo coaching and mentoring by his immediate superior so that after the on-board activities the appointee will be more responsible and can be left alone to perform his/her duties and responsibilities with less supervision or without supervision. | Administrative Officer V/Human Resource Management Officer/Designated HRM Personnel | On boarding Program                                                                                                                                                 | 30 days                                                                                          |

Prepared by: **OCT 14 2022**

**FRANCIS JUDE D. ALCOMENDRAS**

Administrative Officer V

**RONILYN P. NIEVES**

Education Program Supervisor

**MYHRRRA FAYE C. LLANOS**

Administrative Officer IV

**ELY G. CATALUNA**

Public School District Supervisor

**PERNA RENIRA T. ALDE**

Public School District Supervisor

**GERALDINE M. RANARA**

Administrative Officer II

**CHERRY ROSSETTE E. OLIVA**

Public School District Supervisor

**DAYNIE BETH D. CABARDO**

Administrative Assistant III

Reviewed by:

(ON LEAVE)

**BASILIO P. MANA-AY JR. EdD.**

Assistant Schools Division Superintendent

Approved by:

**CRISTY C. EPE**

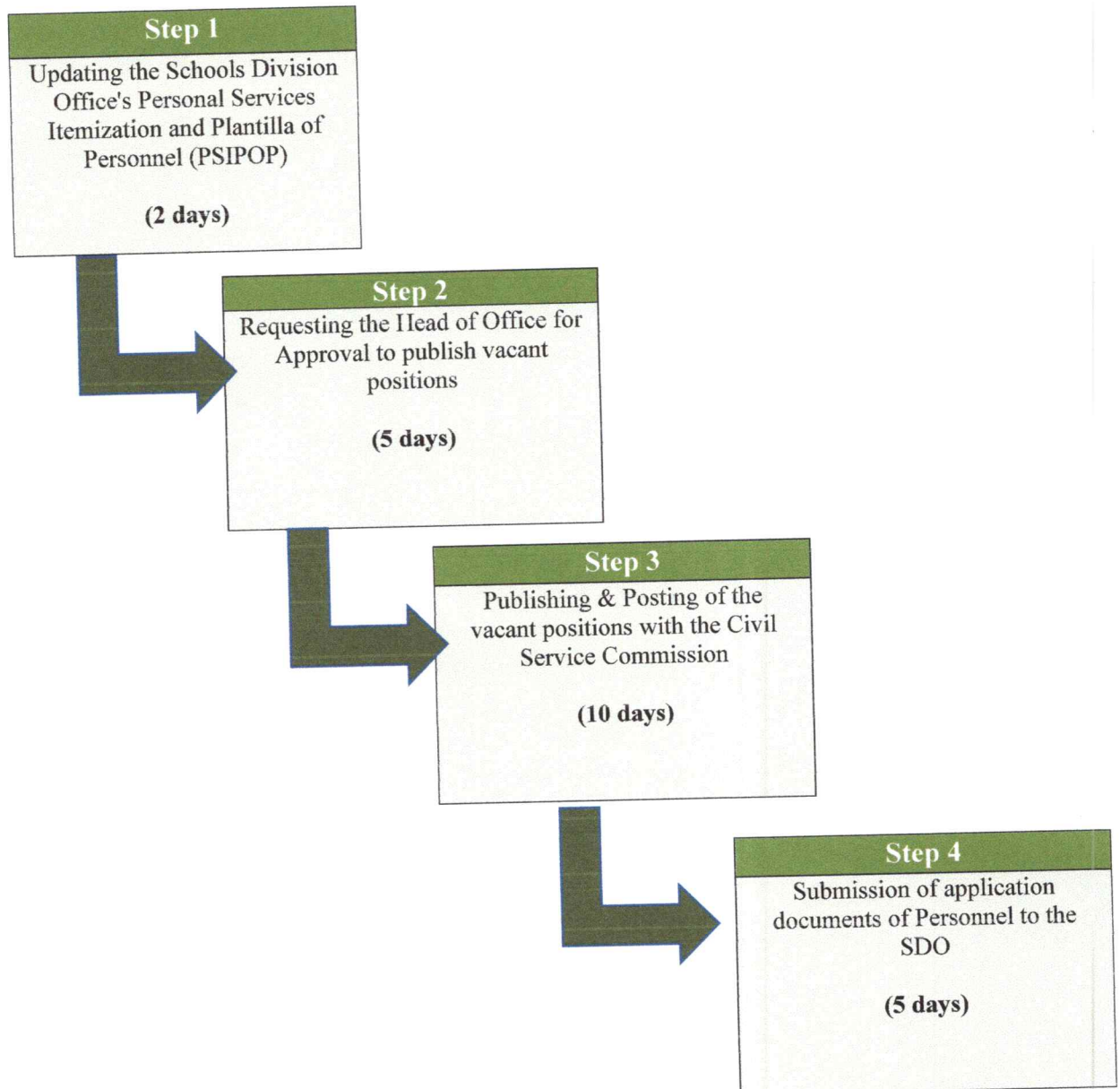
Schools Division Superintendent



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



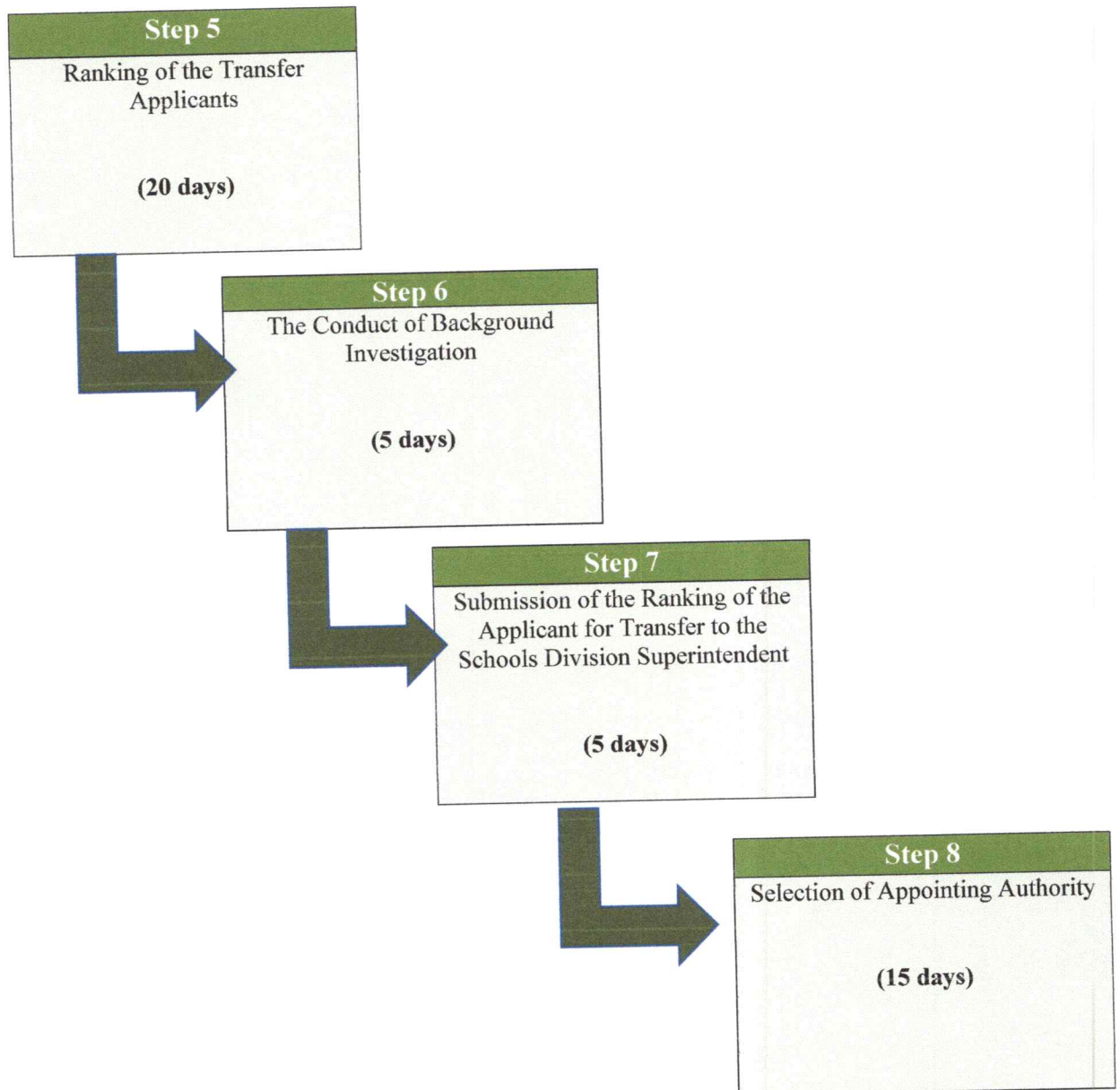
**TRANSFER PROCESS FLOW**



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



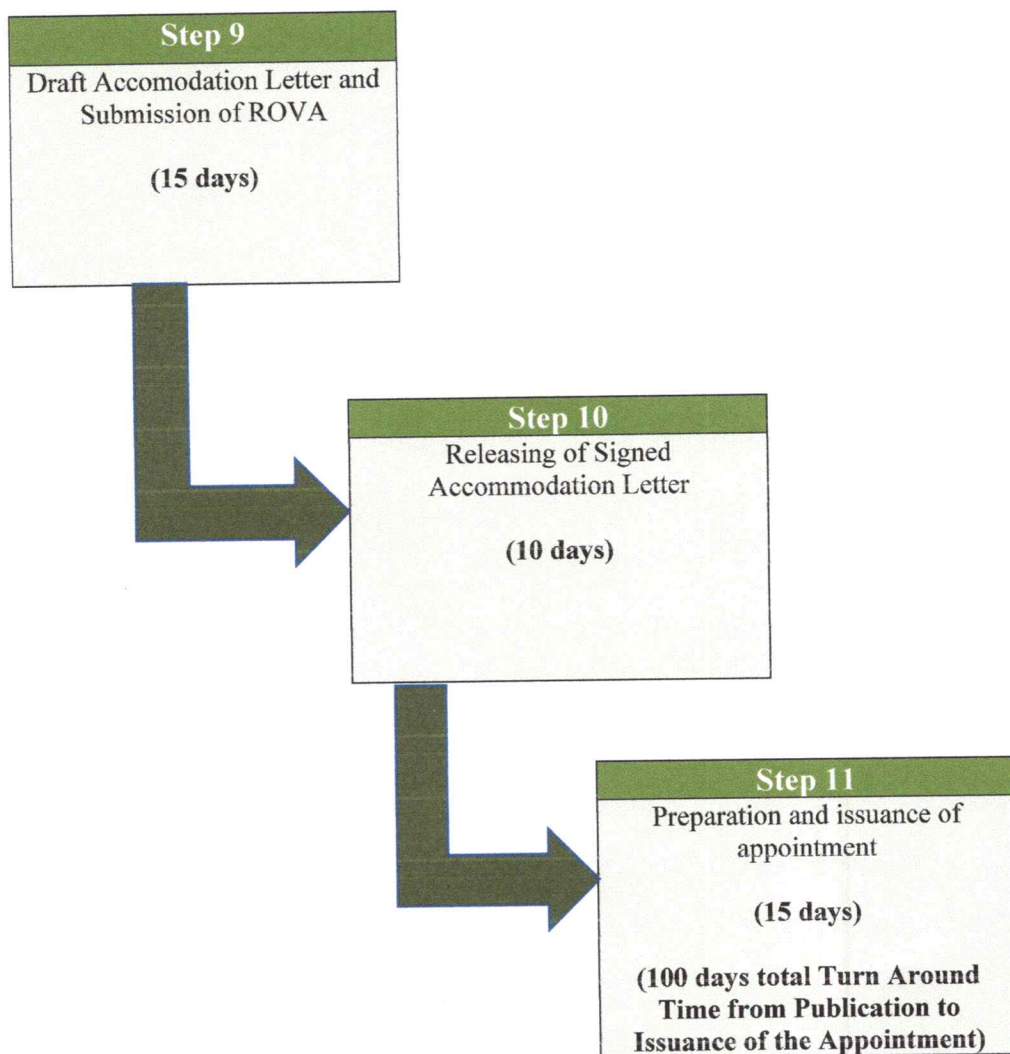
Republic of the Philippines  
Department of Education  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



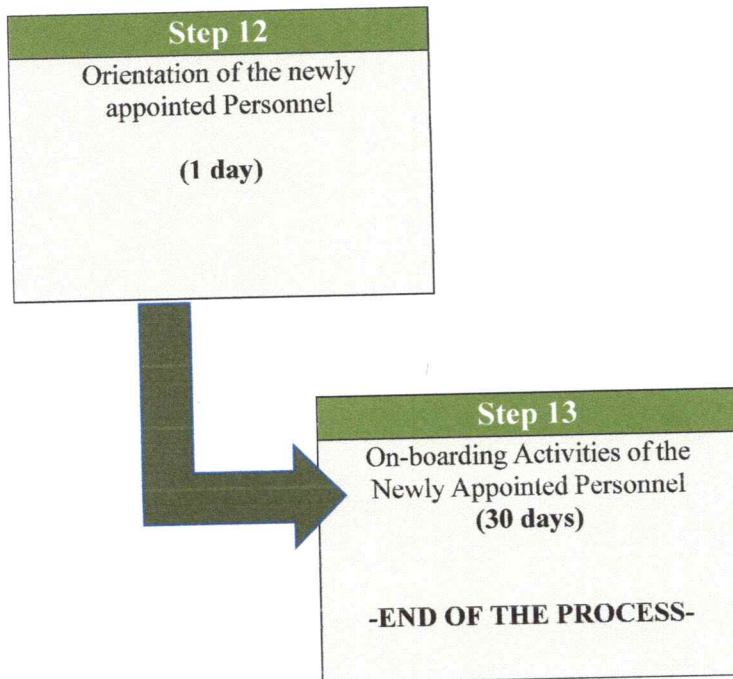
Republic of the Philippines  
Department of Education  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



**PROCESS FLOW IN THE RSP OF PROMOTION TO TEACHERS AND MASTER TEACHERS  
POSITIONS IN THE DIVISION OF DIGOS CITY**



*Legal Bases: (DepEd Order No. 66, s. 2007; MEC Order No. 10, s. 1979; DECS. ORDER. No. 57, s. 1997; DepEd Order No. 19, s. 2022; DepED Orders 42, s. 2007; CSC MC No. 24, s. 2017 ORAOHRA*

| STEP | ACTIVITY                                                                                                          | BRIEF DISCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RESPONSIBLE PERSON                                                 | FORMS TO USE                                                                                                                                                                                                                        | NUMBER OF HOURS |
|------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1    | Updating the Schools Division Office's Personal Services Itemization and Plantilla of Personnel (PSIPOP)          | Updating Schools Division Office's PSIPOP of the Department of Budget and Management by encoding the promotion, resignation, transfer and death of personnel to ascertain the vacancy subject for publication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Administrative Officer IV/V                                        | PDF file of the PSIPOP                                                                                                                                                                                                              | 2 days          |
| 2    | Requesting the Head of Office for Approval to publish vacant positions                                            | A letter addressed to the Schools Division Superintendent indicating the Position Title, Plantilla Item Number, Name of the Incumbent, Cause of Vacancy and Official Station signed by the Administrative Officer V and the Assistant Schools Division Superintendent shall be forwarded to the Office of the Schools Division Superintendent for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Human Resource Management Officer/Designated HRM Personnel         | Approval Form.                                                                                                                                                                                                                      | 5 days          |
| 3    | Publishing & Posting of the vacant positions with the Civil Service Commission                                    | The publication of vacant position is through the submission to the Civil Service Commission Davao del Sur Field Office (CSC DSFO) the duly accomplished CSC Form No. 9 Revised in 2018. The publication is posted on the Division of Digos City's website, Facebook page, SDO bulletin board and three conspicuous places in Digos City. The announcement will inform the Implementing Unit/Schools/District and Division Records Section personnel and enjoin him/her to begin accepting applications from interested applicants and the deadline for submission of applications, which will be 10 days from the posting of the CSC Job Portal. All applicants must complete the job application google form for the Equal Employment Opportunity Principle, which is also stated and can be found on the lower part of the publication matrix. | Human Resource Management Officer/Designated HRM Personnel         | CSC Form 9 posted in the (Deped Digos Website, FB Page, CSC Job Portal and SDO, Schools, Districts Bulletin Boards), Logbook, <a href="https://tinyurl.com/Deped-Digos-Application">https://tinyurl.com/Deped-Digos-Application</a> | 10 days         |
| 4    | Submission of application documents and Summary of Assessment by the District/School/Implementing Unit to the SDO | The transmittal list and application documents will be submitted to SDO for the vacant items in the Implementing Unit. If a Non-Teaching vacancy exists in the District/School/SDO, all application documents will be received by the SDO Records Section for document tracking and forwarded to the SDS Office the same day. In addition, the District/School/Implementing Unit Selection Committee's shall also submit the summary of assessment.                                                                                                                                                                                                                                                                                                                                                                                               | Public Schools District Supervisor / School Head/Records Personnel | Document Tracking System/Assessment Document                                                                                                                                                                                        | 5 days          |

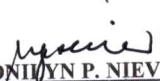
|   |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                        |                                                       |         |
|---|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------|
| 5 | Forwarding the transmittal of all application Documents to HRMO for pre-assessment of the documents.                  | The Schools Division Superintendent Office shall consolidate all application documents and forward to HRMO together with the transmittal list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Schools Division Superintendent Secretariat/Human Resource Management Officer/Designated HRM Personnel | Transmittal list and Application documents            | 3 days  |
| 6 | Pre-assessment of documents and a meeting of the HRMPSB to plan the First and Second Phases of the Assessment Proper. | The HRMO shall pre-assess applicants' qualifications for the position applied for, whether or not they are qualified applicants in accordance with the Qualification Standards of the position. Following the completion of the aforementioned activity, the HRMO shall submit the pre-assessment result to the HRMPSB. The HRMPSB will determine the date of the examination, open document review, interview, and final evaluation of the applicants. Those who do not meet the QS of the position applied for will be notified of their disqualification prior to the scheduled date of the examination, open document assessment, and interview. | HRMPSB/Designated HRMO Personnel                                                                       | Pre-assessment evaluation form                        | 10 days |
| 7 | Posting the notification of the qualified applicants and calling each applicant for confirmation                      | The result of the pre-assessment of the HRMO on the qualification of the applicants shall posted in the SDO bulletin board and website. The qualified applicants shall be notified thru email or phone call on the scheduled date of examination and interview. Failure of the qualified applicant to appear on the scheduled date of examination and interview shall be construed as a waiver on their part. Those who did not qualify shall be informed in writing indicating the part of QS where they failed to meet.                                                                                                                            | HRMPSB/Designated HRMO Personnel                                                                       | Division Memorandum                                   | 10 days |
| 8 | First Phase - Written/Online Examination                                                                              | The examination shall be conducted as scheduled and approved by the members of the Human Resource Merit Promotion and Selection Board (HRMPSB). It shall be administered by the HRMO using the questions crafted by the members of the HRMPSB in a meeting conducted for that purpose preparing questions appropriate to each position applied for with highlights on competencies. The examination can be face-to-face or virtual.                                                                                                                                                                                                                  | HRMPSB/Human Resource Management Officer/Designated HRM Personnel / Microsoft Ambassador               | Written examination /online examination (google form) | 1 day   |

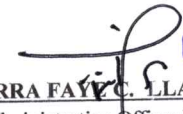
|    |                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                   |                                                                            |         |
|----|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------|---------|
| 9  | Second Phase - Open Assessment of documents and interview of the Applicants              | The interview shall be conducted after the examination by the members of the HRMPSB. The interview can be conducted face-to-face or virtual.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | HRMPSB/Human Resource Management Officer/Designated HRM Personnel | Open Assessment and Interview Sheet for applicants.                        | 1 day   |
| 10 | Consolidating of Results of the Examination, Interview, and Open Assessment of Documents | The HRMPSB /Human Resource Management Officer / Designated HR Personnel shall consolidate the numerical results in the written/online examination, open assessment, and interview in a score sheet to generate the ranking of the applicants.                                                                                                                                                                                                                                                                                                                                                           | HRMPSB/Human Resource Management Officer/HRMPSB Secretariat       | Score Sheets / Rating Sheets                                               | 3 days  |
| 11 | Third Phase - Background Investigation (BI)                                              | The Background Investigation is an activity to know the applicants better aside from knowing him/her during the interview conducted. It shall focus on the performance of the applicants in his/her present job. It includes inquiring into the relationship of the applicants to his/her Head of Office, Immediate Superior, Co-worker and peers. Good traits and the misdemeanor of the applicants shall also be one of the subjects of inquiry. Further, his/her neighbors may also be asked to determine whether or not the candidate has demonstrated behavior compatible to the applied position. | HRMPSB/Human Resource Management Officer/Designated HRM Personnel | Background Investigation Form. Email, electronic messaging and phone call. | 5 days  |
| 12 | Submission of the Summary of Assessment                                                  | In the Summary of Assessment, the names of the candidates are listed by rank, together with the number of points they obtained and duly signed by the Members of the HRMPSB. The results of the Background Investigation (BI) of the top five (5) in the ranking are also attached, which may vary depending on the number of vacant items.                                                                                                                                                                                                                                                             | HRMPSB/Human Resource Management Officer/Designated HRM Personnel | Summary of Assessment                                                      | 1 day   |
| 13 | Selection of Appointing Authority of the applicant to be appointed                       | The Appointing Authority shall put a check mark in the Summary of Assessment Form on the name of the applicant whom he/she chooses to appoint and indicate opposite the name of the prospective appointee the words "for appointment issuance". If no applicant is selected within 15 days from the receipt of the SOA, the vacancy will be re-announced.                                                                                                                                                                                                                                               | Schools Division Superintendent                                   | Summary of Assessment                                                      | 15 days |

|    |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                     |                                                                                                                                                                     |                                                                                                 |
|----|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 14 | Preparation and issuance of appointment                 | The HR personnel shall notify the appointee of the need to submit the requirements and prepare the appointment documents. The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked as to completeness, veracity, accuracy, authenticity, otherwise they shall not be endorsed to the HRMO. The HRMO shall review and affix his/her initial in the appointment documents before transmitting to AO V-Admin for signature. Following that, endorsement of documents to ASDS, and SDS for appointment signature. The appointment shall then be issued.                                                                                                                                         | HRMO/HRMO Designated personnel / ASDS / SDS                                         | CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty) | 10 days<br><br>(74 days total Turn Around Time from Publication to Issuance of the Appointment) |
| 15 | Orientation of the newly appointed personnel            | The appointee shall undergo into a scheduled orientation (virtual or face to face) after receiving the appointment to be oriented on the Department of Education orders implementing its Vision, Mission, and Developmental Goals including their duties and responsibilities as stated in their Position Description Form.                                                                                                                                                                                                                                                                                                                                                                                                              | HRMO/ HRMO Designated personnel                                                     | Orientation Program                                                                                                                                                 | 1 day                                                                                           |
| 16 | On-boarding Activities of the Newly Appointed Personnel | The on-boarding activities shall be undertaken by the personnel for a month with different activities in every week to be supervised by the immediate superior. Every week the appointee should have different tasks to perform like learning and to understand his/her job description, internalizing rules and regulation of the Civil Service Commission and Department of Education, to adopt to the routinary work of the as a government employee. Further, he/she should undergo coaching and mentoring by his immediate superior so that after the on-board activities the appointee will be more responsible and can be left alone to perform his/her duties and responsibilities with less supervision or without supervision. | Administrative Officer V/Human Resource Management Officer/Designated HRM Personnel | On boarding Program                                                                                                                                                 | 30 days                                                                                         |

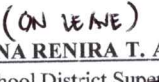
Prepared by:

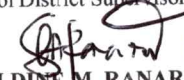
  
**FRANCIS JUDE D. ALCOMENDRAS**  
Administrative Officer V

  
**RONILYN P. NIEVES**  
Education Program Supervisor

  
**MYHRRFA Y C. LLANOS**  
Administrative Officer IV

  
**ELY G. CATALUNA**  
Public School District Supervisor

(ON LEAVE)  
  
**FERNA RENIRA T. ALDE**  
Public School District Supervisor

  
**GERALDINE M. RANARA**  
Administrative Officer II

  
**CHERRY ROSSETTE E. OLIVA**  
Public School District Supervisor

  
**DAYNE BETH D. CABARDO**  
Administrative Assistant III

Reviewed by:

(ON LEAVE)  
**BASILIO P. MANA-AY JR. EdD.**  
Assistant Schools Division Superintendent

Approved by:

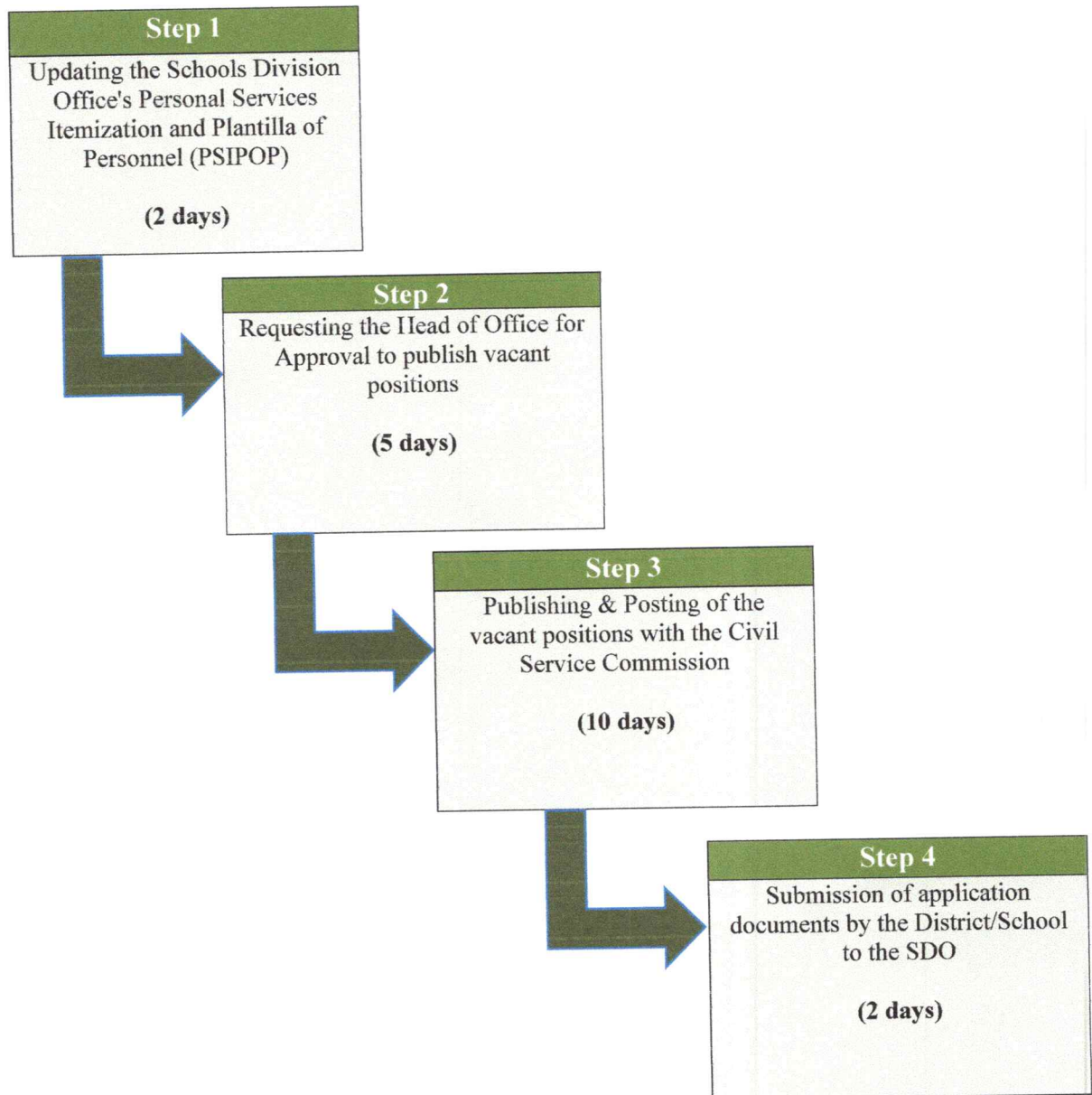
  
**CRISTY C. EPE**  
Schools Division Superintendent



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



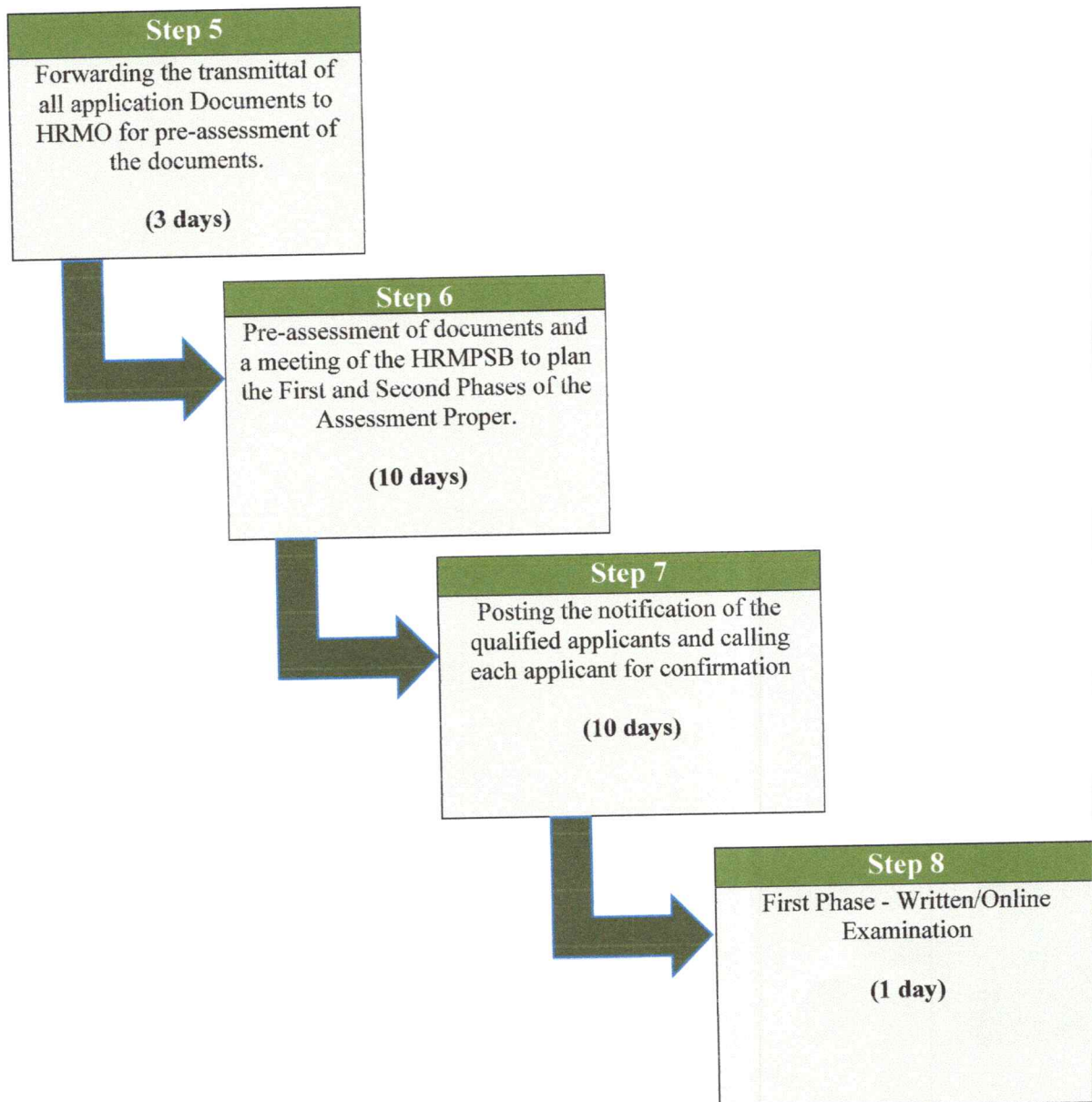
***PROMOTION PROCESS FLOW***



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



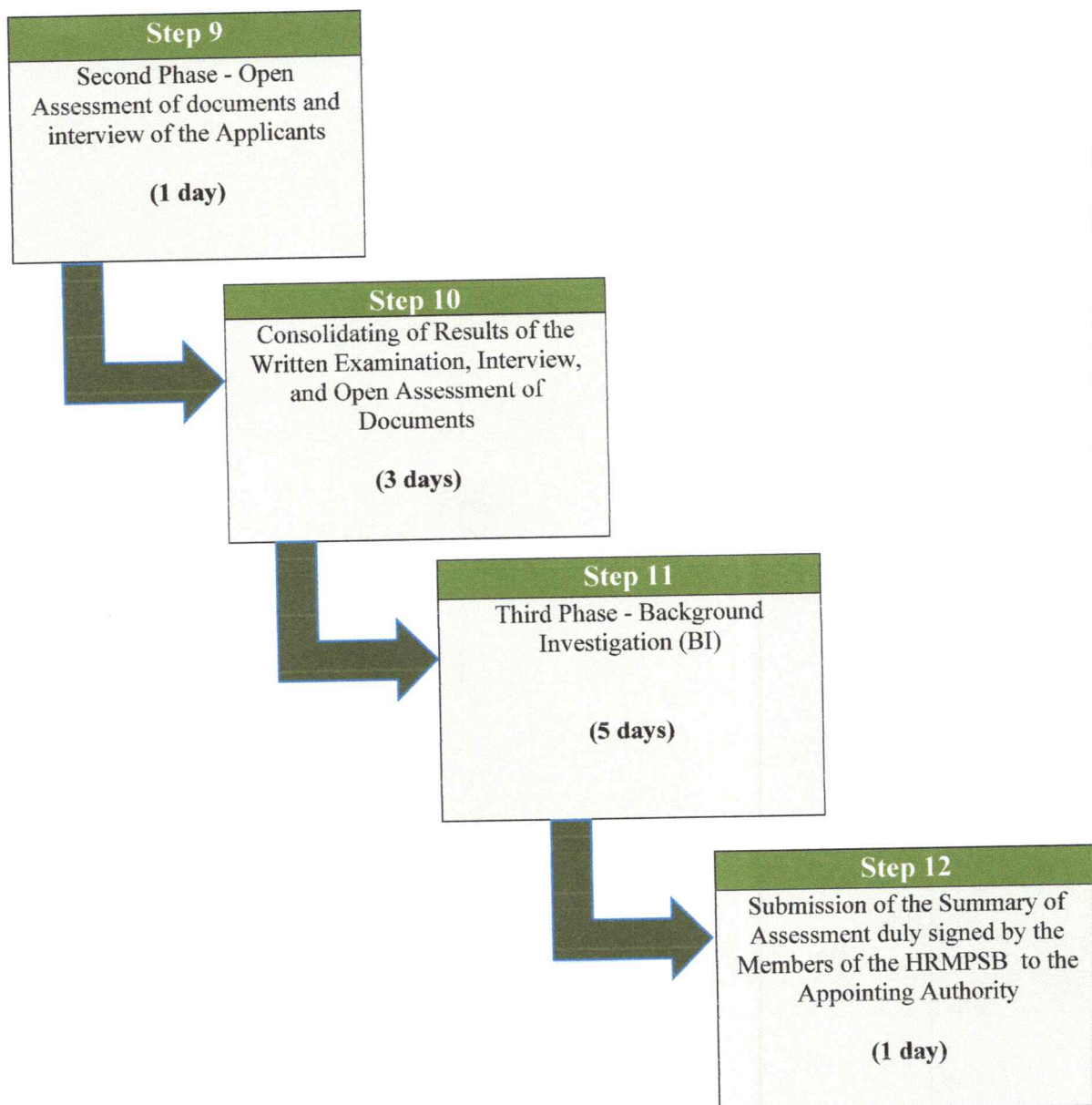
Republic of the Philippines  
Department of Education  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



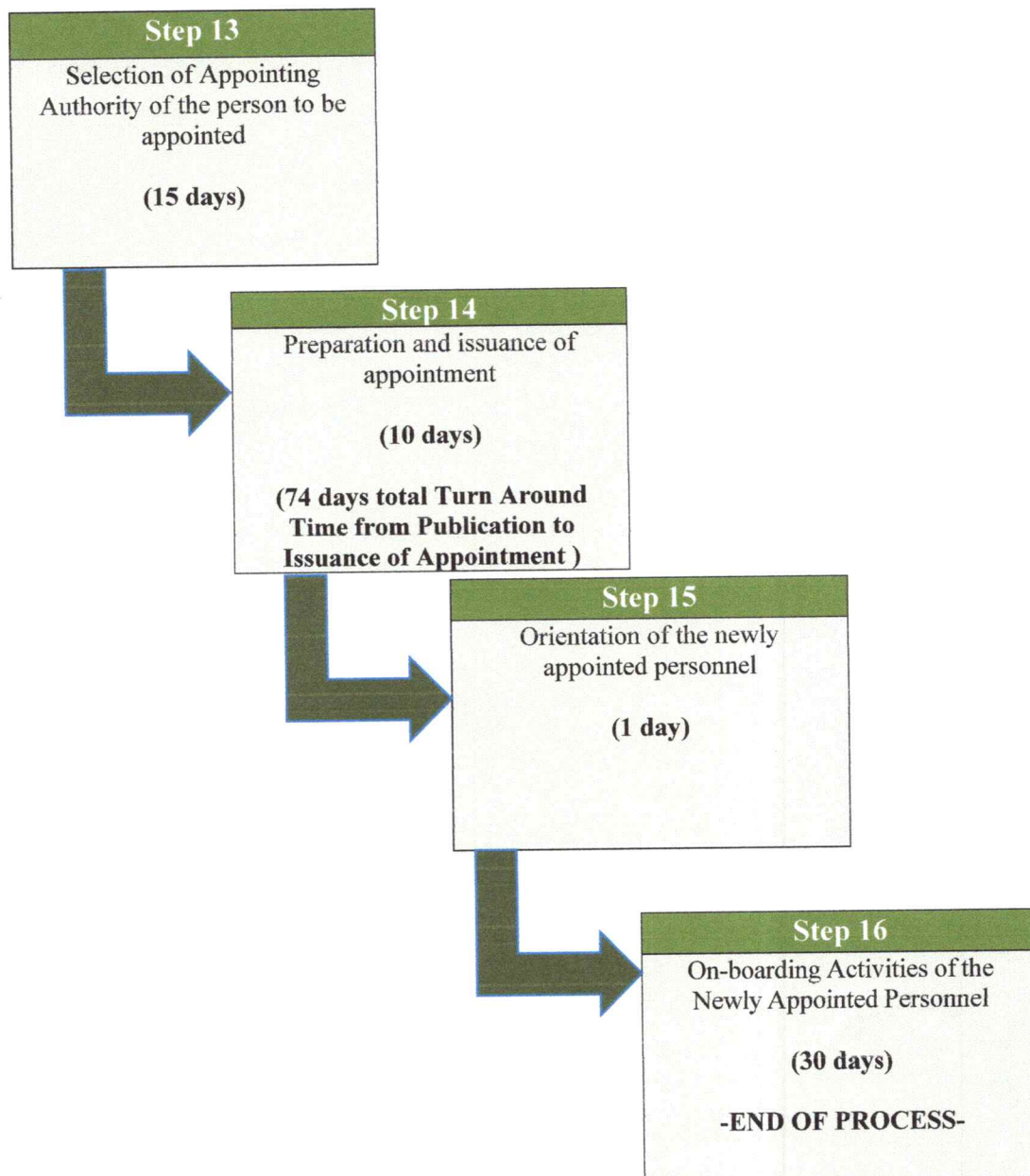
Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:**(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



## PROCESS FLOW IN THE RECRUITMENT, SELECTION AND PLACEMENT OF RECLASSIFICATION OF TEACHING POSITIONS IN THE DIVISION OF DIGOS CITY



Legal Bases: DepEd Order No. 57, s. 1997; DepEd Order 97, s. 2011; DepEd Order No. 19, s. 2022; MEC Order # 10, s. 2017 Chapter 6 of Manual on Position Classification and Compensation; CSC MC No. 24, s. 2017 ORAOHRA

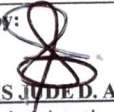
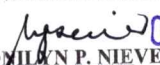
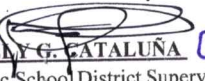
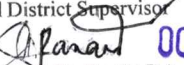
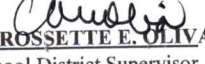
| STEP | ACTIVITY                                                                                                           | BRIEF DESCRIPTION                                                                                                                                                                                                                                                                                               | RESPONSIBLE PERSON                                 | FORMS TO USE                                                                     | NUMBER OF HOURS |
|------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------|-----------------|
| 1    | Updating the Schools Division Office's Personal Services Itemization and Plantilla of Personnel (PSIPOP)           | Updating Schools Division Office's PSIPOP of the Department of Budget and Management by verifying the Salary Grade and Step of the Teacher.                                                                                                                                                                     | Administrative Officer V/IV                        | Download Personal Services Itemization and Plantilla Of Personnel (PSIPOP) file. | 2 days          |
| 2    | Announcement of the Submission of documents for ERF, Reclassification of position and Conversion to Master Teacher | Preparation and release of Division Memorandum informing the field relative to the documentary requirements and timelines of ERF, Reclassification and Conversion of items.                                                                                                                                     | HRMO/Records Section Personnel                     | Division Memorandum                                                              | 3 days          |
| 3    | Acceptance of Application                                                                                          | The Public Schools District Supervisor and School Heads shall receive the application letter and attached documents from their respective teacher.                                                                                                                                                              | Public School District Supervisor / School Head    | Logbook                                                                          | 5 days          |
| 4    | Submission of the Reclassification Documents to the SDO                                                            | The School should ensure that all pertinent documents of applicants are thoroughly checked for completeness. If they are INCOMPLETE, they should NOT be endorsed to the District Office. Following that, the endorsement of pertinent papers from the District to the Division will double-check the documents. | Schools/Districts/HRMPSB/HRMO Designated Personnel | Document Tracking System (DTS)<br>DepEd Digos City Job Application Google Form   | 3 days          |
| 5    | Receive and Evaluate documents as to completeness and authenticity                                                 | The HRMO together with designated personnel in-charge shall check the completeness of the documents submitted.                                                                                                                                                                                                  | HRMO/ HR Designated Personnel                      | Documentary Requirements                                                         | 10 days         |

|   |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                          |                                                                      |                                                                                                                                                     |         |
|---|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 6 | Evaluate qualifications of applicants on the basis of the criteria under different DepEd Order           | The HRMPSB shall check the qualifications of the applicants on the basis of criteria under different DepEd Order                                                                                                                                                                                                                                         | HRMPSB                                                               | Equivalent Record Forms<br>Score Sheets                                                                                                             | 10 days |
| 7 | Preparation of the matrix of qualified applicants, documents and recommendation to Deped Regional Office | The result of the document evaluation and assessment shall be forwarded to HR Designated Personnel for the preparation of Documentary Requirements. Following that, it will be forwarded to the HRMO for verification of the entries in the DepEd-DBM Forms. The HRMO then drafts the Certificate of Funds Availability and Letter to Regional Director. | HRMO/ HR Designated Personnel                                        | DBM Forms, Detailed PS Computation, Certification And Letter To Regional Director, Certificate of Funds Availability/Document Tracking System (DTS) | 5 days  |
| 8 | Signing of Documentary Requirements                                                                      | HRMO forwards the DepEd-DBM Forms with attached Certification of Funds Availability signed by AO V and for the Budget Officer to check and sign. The signed Certification and Documentary forms are then forwarded to ASDS, who forwards them to SDS as the final signatory.                                                                             | HRMO/ASDS/SDS / Administrative Officer V - Budget Officer/AO V-ADMIN | DBM Forms, Detailed PS Computation, Certification And Letter To Regional Director, Certificate of Funds Availability                                | 5 days  |
| 9 | Submission of the Documentary Requirements to Deped RO XI/DBM                                            | The documents shall be forwarded by the HRMO to the Liaison Officer for submission to the DepEd RO XI/DBM.                                                                                                                                                                                                                                               | HRMO/ HR Designated Personnel/Liaison Officer                        | DBM Forms, Detailed PS Computation, Certification And Letter To Regional Director, Certificate of Funds Availability                                | 4 days  |

|    |                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |                                                                                                                                                                     |                                                                                             |
|----|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 10 | Release of Notice of Organization Staff Compensation Action (NOSCA)                      | Receive duly approved Notice of Organization, Staffing, and Compensation Action from DepEd Region Office XI.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | HRMO                                                                                | Notice of Organization, Staffing, and Compensation Action from DBM                                                                                                  | 30 days                                                                                     |
| 11 | Preparation of the Appointment Documents                                                 | The HR personnel shall notify the appointee of the need to submit the requirements and prepare the appointment documents. The HR Designated Personnel shall ensure that the appointee's pertinent papers are thoroughly checked as to completeness, veracity, accuracy, authenticity, otherwise they shall not be endorsed to the HRMO. The HRMO shall review and affix his/her initial in the appointment documents before transmitting to AO V- Admin for signature.                                                                                                                                                                                 | HRMO/ HR Designated Personnel                                                       | CS Form 33-A (Appointment), Assignment Order, CS Form 212 (PDS), DBM-CSC Form 1 (PDF), CS Form 32 (Oath of Office), CS Form 4 (Certification of Assumption to Duty) | 10 days                                                                                     |
| 12 | Signing and Issuance of Appointment of Reclassified Teachers by the Appointing Authority | Endorsement of Appointment Documents to Administrative Officer V and ASDS. The documents shall be forwarded to SDS for signature based on the DBM Notice of Organization, Staffing, and Compensation Action. Following that, the HRMO will release the signed appointment to the Reclassified Teachers.                                                                                                                                                                                                                                                                                                                                                | AO V/Asst. Schools Division Superintendent/Schools Division Superintendent          | Notice of Organization, Staffing, and Compensation Action from DBM and CS Form 33-A, Assignment Order                                                               | 10 days<br>(95 days total Turn Around Time from Publication to Issuance of the Appointment) |
| 13 | Orientation of the newly appointed Personnel                                             | The appointee shall undergo into a scheduled orientation (virtual or face to face) after receiving the appointment to be oriented on the Department of Education orders implementing its Vision, Mission, and Developmental Goals including their duties and responsibilities as stated in their Position Description Form.                                                                                                                                                                                                                                                                                                                            | HRMO/ HRMO designated personnel                                                     | Orientation Program                                                                                                                                                 | 1 day                                                                                       |
| 14 | On-boarding Activities of the Newly Appointed Personnel                                  | The on-boarding activities shall be undertaken by the personnel for a month with different activities in every week to be supervised by the immediate superior. Every week the appointee should have different tasks to perform like learning and to understand his/her job description, internalizing rules and regulation of the Civil Service Commission and Department of Education, to adopt to the routinary work of the as a government employee. Further, he/she should undergo coaching and mentoring by his immediate superior so that after the on-board activities the appointee will be more responsible and can be left alone to perform | Administrative Officer V/Human Resource Management Officer/Designated HRM Personnel | On boarding Program                                                                                                                                                 | 30 days                                                                                     |

|  |  |                                                                                   |  |  |  |
|--|--|-----------------------------------------------------------------------------------|--|--|--|
|  |  | his/her duties and responsibilities with less supervision or without supervision. |  |  |  |
|--|--|-----------------------------------------------------------------------------------|--|--|--|

|                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Prepared by:</p> <p> <b>OCT 14 2022</b></p> <p><u>FRANCIS JUDE D. ALCOMENDRAS</u><br/>Administrative Officer V</p> <p> <b>OCT 14 2022</b></p> <p><u>RONILYN P. NIEVES</u><br/>Education Program Supervisor</p> | <p> <b>OCT 14 2022</b></p> <p><u>MYHRRRA FAYETTE LLANOS</u><br/>Administrative Officer IV</p> <p> <b>OCT 14 2022</b></p> <p><u>EMY G. CATALUNA</u><br/>Public School District Supervisor</p> | <p>(ON LEAVE)</p> <p><u>FERNIA RENIRA T. ALDE</u><br/>Public School District Supervisor</p> <p> <b>OCT 14 2022</b></p> <p><u>GERALDINE M. RANARA</u><br/>Administrative Officer II</p> | <p> <b>OCT 14 2022</b></p> <p><u>CHERRY ROSSETTE E. OLIVA</u><br/>Public School District Supervisor</p> <p> <b>OCT 14 2022</b></p> <p><u>DAYNE BETH D. CABARDO</u><br/>Administrative Assistant III</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

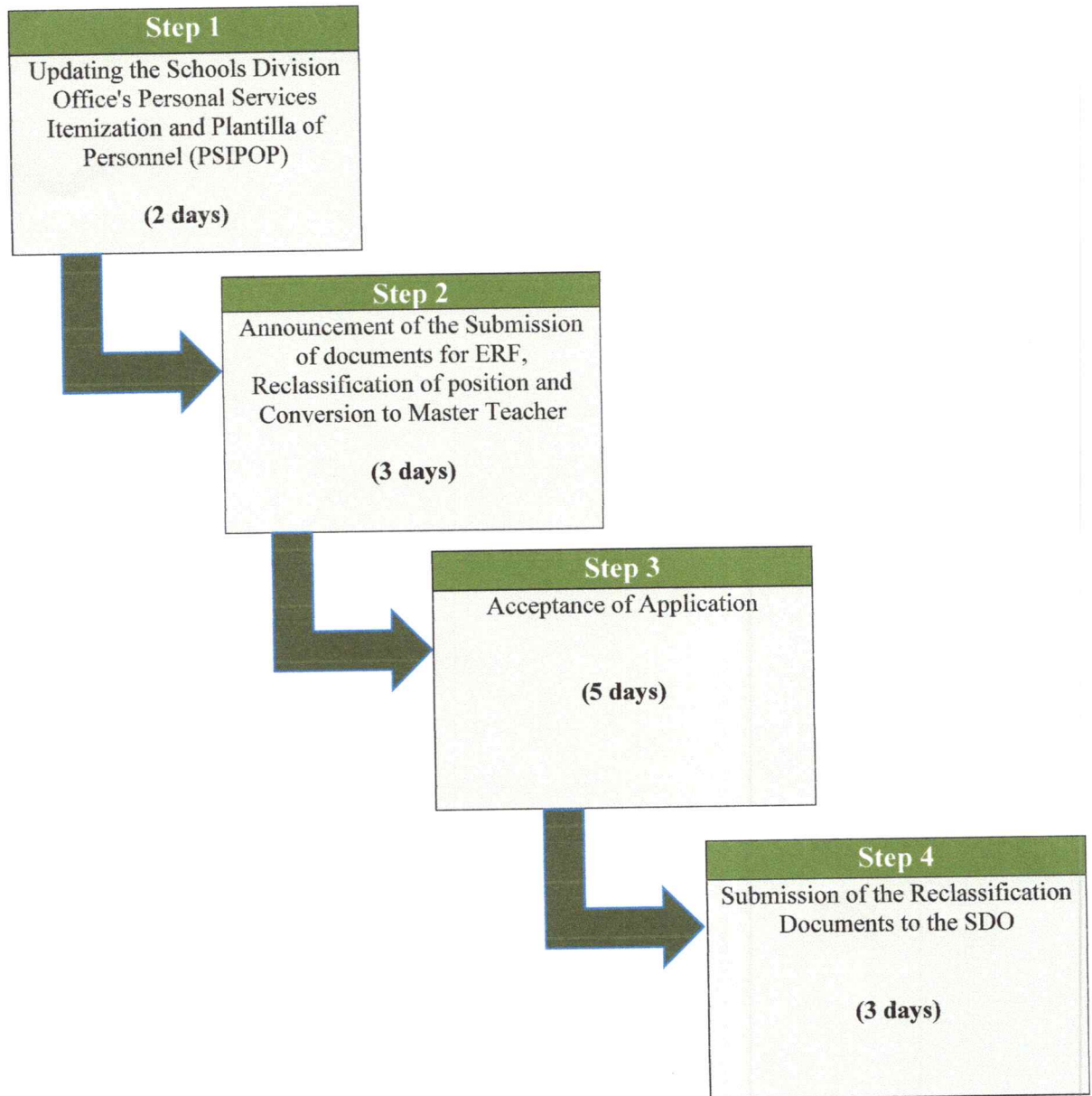
|                                                                                                                               |                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Reviewed by:</p> <p>(ON LEAVE)</p> <p><u>BASILIO P. MANA-AY JR. EdD.</u><br/>Assistant Schools Division Superintendent</p> | <p>Approved by:</p> <p> <b>OCT 14 2022</b></p> <p><u>CRISTY C. EPE</u><br/>Schools Division Superintendent</p> |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



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



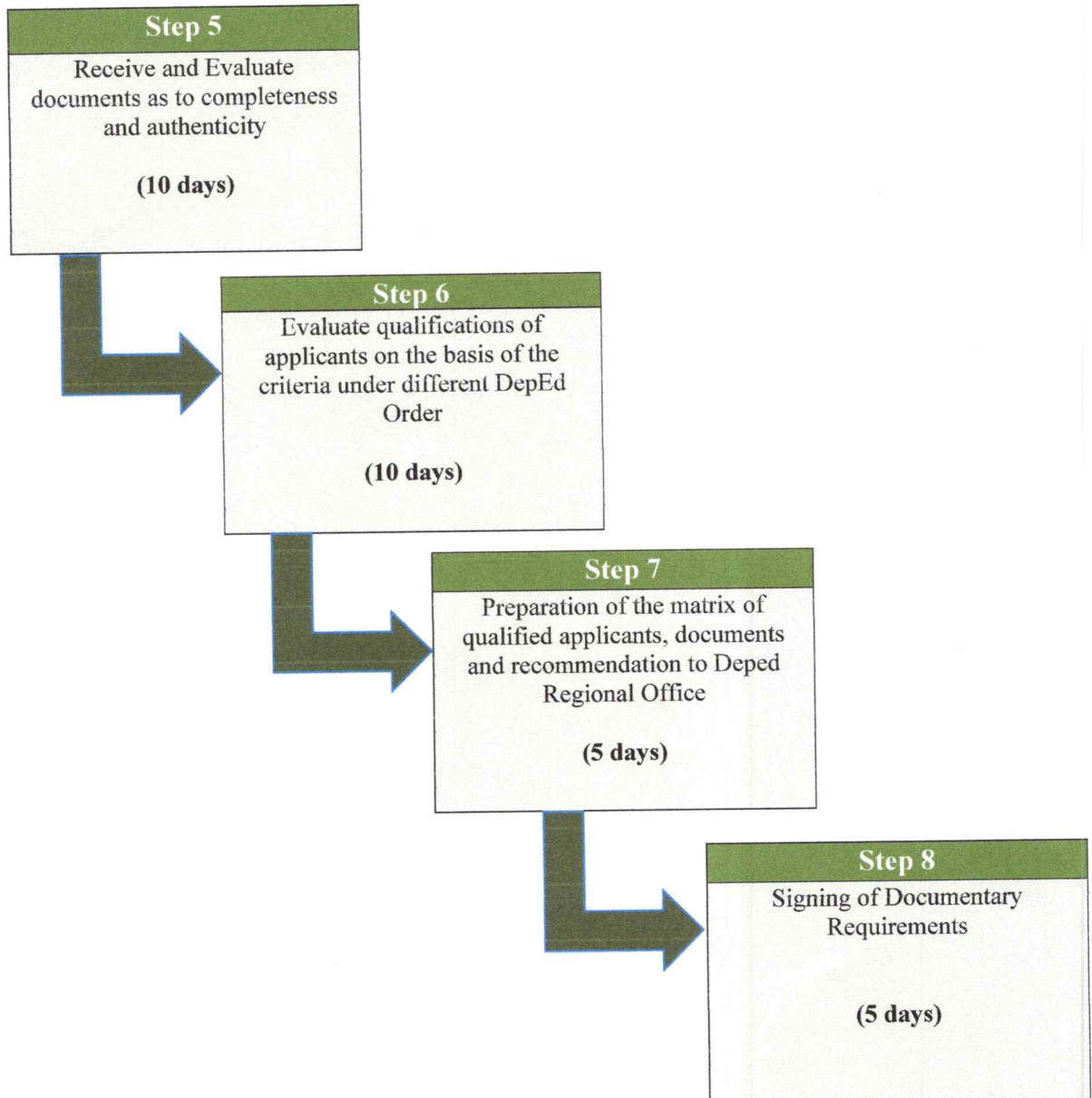
**RECLASSIFICATION PROCESS FLOW**



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



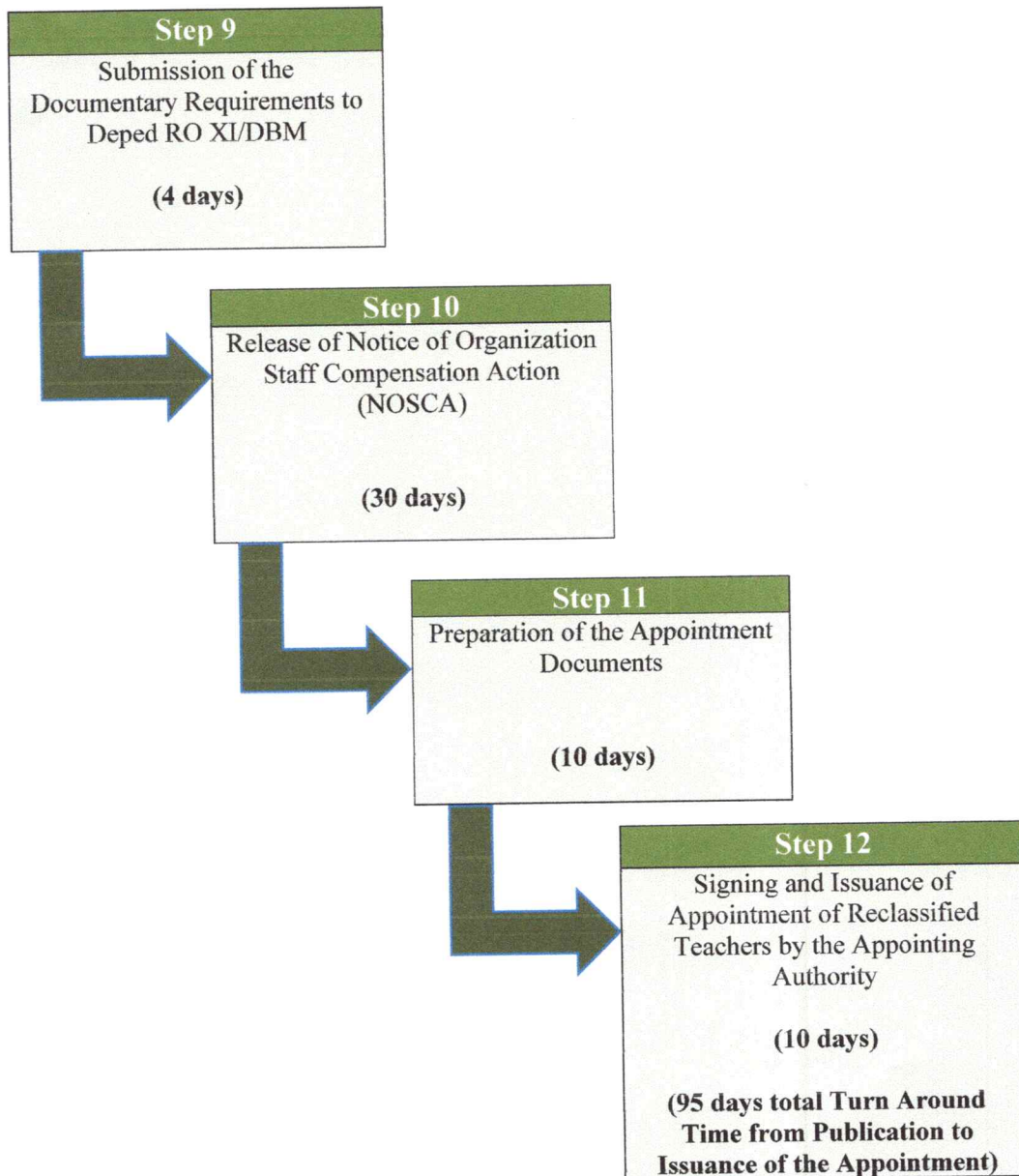
Republic of the Philippines  
Department of Education  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



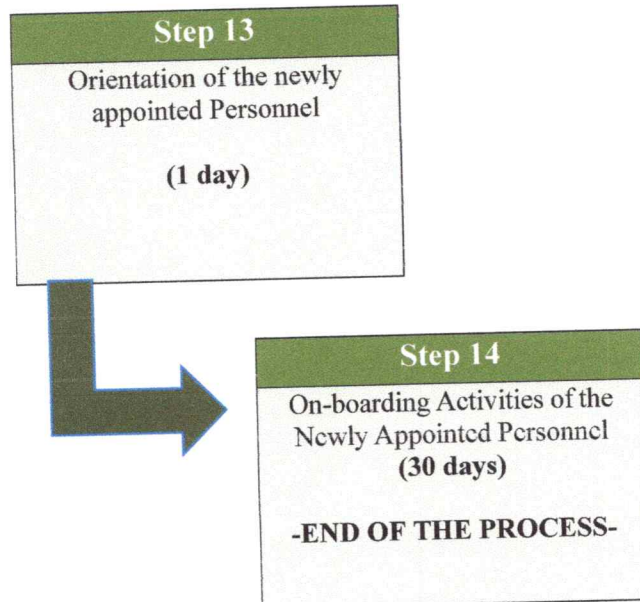
Republic of the Philippines  
Department of Education  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375