



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 752

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : ANNOUNCEMENT OF VACANT POSITIONS FOR NON-TEACHING
POSITIONS

Date : November 4, 2024

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

VACANCY	QUALIFICATION STANDARDS			
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ACCOUNTANT III	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080
Plantilla Item No.: OSEC-DECSB-A3-750013-2014 SG: 19 Monthly Salary: ₱ 53,873.00 No. of Vacancy/ies: 1 Place of Assignment: DIVISION OFFICE JOB SUMMARY: To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations				



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

- Ensures that financial report will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules and regulations.
- To supervise, facilitate and monitor the work of the accounting personnel and provide technical assistance to school heads and implementing units to ensure proper utilization of funds and preparation of reliable and timely financial reports.

Qualified applicants to the **ABOVEMENTIONED POSITION** shall address their application letter to **MELANIE P. ESTACIO, Ph.D, CESO VI, OIC – SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **DIVISION OFFICE – RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in TWO SETS (2 copies each) enclosed in ONE (1) white folder with the FOLDER TAG printed with full SURNAME, GIVEN NAME and MIDDLE NAME of the applicants with FONT (CALIBRI 20 BOLD) for 201 File purposes, to wit:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Eligibility/Rating;
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of Training;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
- h. Photocopy of latest appointment;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C or you may download the file on this link: (<https://bit.ly/ChecklistOmnibusVer2>)*), **notarized by the authorized official**; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 1. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 2. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable; and
1. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form.



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Applicants are required to fill out the electronic google form upon submission of application documents. Please access this link: <https://bit.ly/DepEdDCApply>.

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Applicants who failed to submit complete mandatory documents (items a to j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) does not exclude them from the pool of official applicants.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. No. 007, series of 2023** (see attached **Enclosure No. 5 to D.O. No. 007, s. 2023**). A Division Memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail and/or text message.

Original copy of documents must be presented during the conduct of evaluation of documents, thus, only those submitted documents will be given corresponding points.

The deadline for the submission of the applications for interested applicants to the Division Office – Records Section is on **November 14, 2024**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

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

Date	Activities	Personnel Involved	Mode
November 4, 2024 – November 14, 2024	Submission of application documents	Applicants Records Section	Face-to-Face
November 15, 2024	Forwarding the transmittal of all application documents to HRMO for pre-assessment of the documents	SDS Personnel AO IV – HRMO II HRMPSB Secretariat	Face-to-Face
November 18, 2024 – November 29, 2024	Conduct of initial evaluation based on the CSC minimum Qualification Standards (QS)	AO IV – HRMO II HRMPSB Secretariat HR personnel	Face-to-Face



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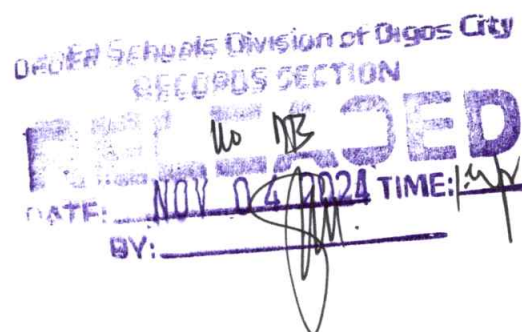
December 2, 2024	Issuance of letter for qualified and disqualified applicants	HRMPSB Secretariat	Online & Face-to-Face
December 2, 2024 – December 6, 2024	Issuance of memorandum on the conduct of written examination, open assessment, and interview of applicants	AO IV – HRMO II SDS	Online
December 9, 2024 – December 10, 2024	Conduct of written examination, open assessment, and interview of applicants	HRMPSB HRMPSB Secretariat	Face-to-Face

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

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of the
Schools Division Superintendent

Jessie B. Oliver 11/4/24
SOLLIE B. OLIVER, JD, MATE
Chief – School Governance and Operations Division
Officer-In-Charge



OSDS/ADMIN /HR/dbc



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RPMS Rating Scale	
RPMS Rating Scale	Mid-point Value
4.500-5.000	4.75
3.500-4.000	3.75
2.500-3.000	2.75
1.500-2.000	1.75
0.500-1.000	0.75
Below 0.500	0.1402

Illustrative example:

Notes: 1. RPMS Rating Scale is the rating scale for the RPMS system. 2. RPMS Rating Scale is the rating scale for the RPMS system. 3. RPMS Rating Scale is the rating scale for the RPMS system. 4. RPMS Rating Scale is the rating scale for the RPMS system. 5. RPMS Rating Scale is the rating scale for the RPMS system. 6. RPMS Rating Scale is the rating scale for the RPMS system. 7. RPMS Rating Scale is the rating scale for the RPMS system. 8. RPMS Rating Scale is the rating scale for the RPMS system. 9. RPMS Rating Scale is the rating scale for the RPMS system. 10. RPMS Rating Scale is the rating scale for the RPMS system.	RPMS Rating Scale 4.500-5.000 3.500-4.000 2.500-3.000 1.500-2.000 0.500-1.000 Below 0.500
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giving points, except for positions that involve practice of profession covered by board laws. iii. Consistent with Legal Education Board (LEB) Resolution No. 406, a degree earned from law schools recognized or supervised by the LEB and its predecessor regulatory agencies shall be considered as academic qualifications for purposes of giving points, except for positions that involve practice of profession covered by the rules and regulations of the Board of Law Examiners. The LEB shall be the authority to determine the validity of the degree earned from law schools recognized or supervised by the LEB. iv. Relevant training hours earned from digital/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular (MC) No. 3, s. 2021 (Parent Guidelines on Digital/Online Learning in the Public Sector). v. Relevant experience gained from part-time work of at least four (4) months or more in any of the following positions shall be considered as relevant experience for purposes of giving points, the number of hours rendered. For purposes of giving points, the number of years of relevant experience of an applicant shall be computed on the basis of eight (8) hours per day workday. vi. Relevant experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment from the employer in the Philippines or a Certificate of Employment from the employer in the Philippines or a complete English translation. 7. Applicable provisions under Rule VIII Part 1 to IV of the CSC GRAA/OIRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials. 8. Performance. Performance refers to the assessment of how tasks, duties, and responsibilities are carried out or accomplished by the applicant as evidenced by the results of his/her work. Performance shall be considered as relevant experience for purposes of giving points or position that is relevant to the position to be filled shall be used for purposes of giving points for performance. 9. Positions with experience requirement. Applicants to positions that require experience must submit latest performance rating/s covering one (1) year or more prior to the date of application. The rating/s shall be relevant to the position to be filled. Computation of points for performance shall be as follows:	Notes: 1. RPMS Rating Scale is the rating scale for the RPMS system. 2. RPMS Rating Scale is the rating scale for the RPMS system. 3. RPMS Rating Scale is the rating scale for the RPMS system. 4. RPMS Rating Scale is the rating scale for the RPMS system. 5. RPMS Rating Scale is the rating scale for the RPMS system. 6. RPMS Rating Scale is the rating scale for the RPMS system. 7. RPMS Rating Scale is the rating scale for the RPMS system. 8. RPMS Rating Scale is the rating scale for the RPMS system. 9. RPMS Rating Scale is the rating scale for the RPMS system. 10. RPMS Rating Scale is the rating scale for the RPMS system.
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Applicants with work experience, who are applying to entry level positions or positions with no experience requirement, shall be given 10 points for the current or previous job or position. The computation stipulated in item 4(a) shall apply.

5. **Outstanding Accomplishments.** Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which were duly recognized by an authorized body. These must have a direct link to the position to be filled. The applicant must submit a Certificate of Recognition of Accomplishments. The following MOA and criteria shall be used in determining points for Accomplishments and Recognition.

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

Table 5. Components of Outstanding Accomplishments	
Component	Points/Maximum Points
Article and Recognition	4 points
Subject Matter Report / Membership in National Technical Working Groups (NTWG)	3 points
Resource Specialization / Learning Facilitation	2 points
WAP Accredited Learning / Facilitator	2 points

The points allocation in Table 5 shall serve as the maximum or ceiling points that may be earned for each component. The points earned from each component are to be added to the total points earned from the other components to arrive at the total points earned for Outstanding Accomplishments as stipulated in Table 1 (Point System for Evaluative Assessment for Non-Teaching Positions).

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Only those outstanding accomplishments acquired or earned after the last promotion shall be considered eligible to be given points.

National level individual awards acquired from a thorough search process and given by reputable award giving bodies, such as CSC, Metrobank, National Economic Development Authority (NEDA), Philippine Economic Zone Authority (PEZA), and DepEd, Inc., shall be given maximum points in Outstanding Accomplishments (i.e., 10 points for General Services positions and 10 points for other groups of position/rating grade).

The details of each component of Outstanding Accomplishments, including the MOA required and criteria for giving points, are as follows:

- Accomplishments and Recognition.** This may refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.
- General Services positions.** This shall apply only to applicants for employer.

Number of Citations	Points/Maximum Points
Three (3) or more letters of citation	4 points
Two (2) letters of citation	3 points
One (1) letter of citation	2 points

5.2. **Accomplishments and Recognition.** This shall apply only to applicants for General Services positions. The following MOA and criteria shall be used in determining points for Accomplishments and Recognition.

- Academic or inter-school award, or
- Ten Outstanding Students of the Philippines (TOSP) Award, or
- Citation or any document that the applicant belongs to the Top 10 in the World of Civil Service Employees Recognition.

Number of Awards	Points/Maximum Points
At least One (1) TOSP Award or Top 10 in the World of Civil Service Employees Recognition	4 points
At least One (1) TOSP Award or Top 10 in the World of Civil Service Employees Recognition	3 points
At least One (1) TOSP Award or Top 10 in the World of Civil Service Employees Recognition	2 points

5.3. **Outstanding Employee Award.** This shall apply to applicants with previous work experience, or those applying to positions with experience requirement.

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Means of verification:

- Any instance, memorandum or document showing the Criteria for the Search, and
- Certificate of Recognition/Merit.

Rubrics:

Level	Points/Maximum Points
Applicants from national institutions	5 points
Applicants from regional offices	4 points
Applicants from provincial offices	3 points
Applicants from municipal offices	2 points
Applicants from barangay offices	1 point
Applicants from schools	2 points
Applicants from health centers	2 points
Applicants from police stations	2 points
Applicants from fire stations	2 points
Applicants from other government offices	2 points
Applicants from private offices	2 points
Applicants from other institutions	2 points

For multiple awards received from the same award giving body and/or from different award giving bodies, the highest-level award shall be considered (e.g., NEDA winning award at the division, regional, national level). Similarly, only the highest award shall be considered for the purpose of giving points. The applicant must submit a Certificate of Recognition of Accomplishments and Recognition. The following MOA and criteria shall be used in determining points for Accomplishments and Recognition.

- Proposed duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- Research Committee Report verified by the Head of Office
- Certificate of Recognition of Accomplishments and Recognition, within the school/office duly signed by the Head of Office
- Certificate of adoption of the Innovation or research by the Head of Office
- Proof of citation by other researchers below study/research in the field of the research.

Research and Innovation

Means of verification:

- Proposed duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
- Research Committee Report verified by the Head of Office
- Certificate of Recognition of Accomplishments and Recognition, within the school/office duly signed by the Head of Office
- Certificate of adoption of the Innovation or research by the Head of Office
- Proof of citation by other researchers below study/research in the field of the research.

Research and Innovation

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6. **Application of Education:** Application of education in the certification made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, methods, and tools, shall be considered in the evaluation of the applicant. The applicant who has successfully applied the learnings gained from said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.

a. **Position with experience requirement:** Application of education in the certification made by the applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, methods, and tools, shall be considered in the evaluation of the applicant. The applicant who has successfully applied the learnings gained from said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.

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

Advanced Intervention: An intervention is described as the intervention that is directly related to the position to be filled. An intervention is described as the intervention that is directly related to the position to be filled. An intervention is described as the intervention that is directly related to the position to be filled.

If the intervention made by the applicant does not meet the criteria to be relevant, then said intervention shall be considered not to be given corresponding points using the rubric for *Not Relevant*.

Means of verification:
A. Action Plan approved by the Head of Office
B. Accomplishment Report verified by the Head of Office
C. Certification of the utilization/adoption signed by the Head of Office

Rubric:

MOVs Sub-criteria	Points	Points per item of response
ALL MOVs	10 points	3 points
Only A & B	5 points	3 points
Only A	3 points	3 points

a. **Position with no experience requirement:** Applicant's position that do not require any experience shall be considered in the evaluation of the applicant. The applicant who has successfully applied the learnings gained from said higher education units or degree/s earned. The application of education must have led to significant positive results in the applicant's current or previous work.

Application of Education shall be as follows:

Illustrative example:

Weighted position	Points	Points per item of response
Weighted position	10 points	3 points
Weighted position	5 points	3 points
Weighted position	3 points	3 points

Points = 10/10 = 1.0

c. **Behavioral Events Interview (BEI)** refers to the conduct of direct inquiry with the applicant, focusing on their display of desired behavior/s when performing the job. BEI is based on the principle that past behavior predicts future performance. It uses the STAR (Situation-Task-Action-Result) approach to focus on actual situations in which the applicant acted; the Task/s that the applicant performed; the Action/s that the applicant took; and the Results of those actions. The BEI may be used to assess the following areas:

- Applicant's BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.
- Applicant's BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.
- Applicant's BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.
- Applicant's BEI shall be used to assess the applicant's potential or their capacity and ability to assume the duties of the position to be filled and those higher positions that are more technical in nature.

The points allocated for BEI component (5 points) shall be the maximum or each area are cumulative to determine the total points for BEI component. The BEI component shall be used to determine the total points for BEI component. The BEI component shall be used to determine the total points for BEI component.

Applicants from several offices

Applicant Level	Points
Applicant Level	2 points
Applicant Level	1 point
Applicant Level	1 point
Applicant Level	1 point
Applicant Level	1 point
Applicant Level	1 point

6. **NEAP Accredited Learning Facilitator:** This shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).

Means of verification:
A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Rubric:

Level	Points
Accredited National Assistant	2 points
Accredited National Trainer	1.5 points
Accredited Regional Trainer	1 point

Illustrative example:
Applicant, apply in applying for an Administrative Assistant II (Following Officer B) position. The applicant has been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).

Outstanding Accomplishments

Points	Points per item of response
2 points	3 points
1 point	3 points
1 point	3 points

Applicant, apply in applying for an Administrative Assistant II (Following Officer B) position. The applicant has been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).

Applicant, apply in applying for an Administrative Assistant II (Following Officer B) position. The applicant has been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP).

8. **Potential:** Potential refers to the capacity and ability of an applicant to perform the duties and responsibilities of the position to be filled and those higher positions that are more technical in nature. It may be assessed through any of the following:

Weighted position

Weighted position	Points
Weighted position	10 points
Weighted position	5 points
Weighted position	3 points

In case the above measures are not applicable to applicants to General Services positions, the applicant may design other evaluative measures that are relevant to the position to be filled. The applicant may design other evaluative measures that are relevant to the position to be filled.

a. **Written Examination** refers to the standardized examination which measures the knowledge, language proficiency, ability to present ideas, judgment and leadership ability of the applicant. The test and evaluation shall be conducted by the HRMPS. Subject matter experts refer to individuals internal or external to the office where the vacancy exists, or to individuals who are experts in the field of the position to be filled.

Points = 1/100 = 0.01

Points
1 point
1 point
1 point

Illustrative example:

Weighted position	Points
Weighted position	10 points
Weighted position	5 points
Weighted position	3 points

b. **Skills or Work Sample Test** refers to the test that may be administered to evaluate the applicant's skills or work sample. The test and evaluation shall be conducted by the HRMPS. Subject matter experts refer to individuals internal or external to the office where the vacancy exists, or to individuals who are experts in the field of the position to be filled.

Points = 1/100 = 0.01

Points
1 point
1 point
1 point

Rubric:

MOVs Sub-criteria	Points
ALL MOVs	10 points
Only A & B	5 points
Only A	3 points

For collaborative research studies/innovation, the total points shall be divided by the number of authors/researchers indicated in the copyright page.

c. **Subject Matter Expert / Membership in National TWGs or Committees:** This shall apply to applicants who have been chosen and requested to use their knowledge and skills in the development of frameworks, models, and tools, such as but not limited to the development and/or validation of frameworks, models, and tools, such as but not limited to the development and/or validation of frameworks, models, and tools.

Means of verification:
A. Invoice or Memorandum showing the membership in NTWG or Committee
B. Certificate of Participation or Attendance; and
C. Output/Adoption by the organization/DepEd.

Rubric:

MOVs Sub-criteria	Points
ALL MOVs	10 points
Only A & B	5 points
Only A	3 points

d. **Resource Specialization / Learning Facilitation:** This shall apply to applicants who have been requested and invited to share their knowledge and skills in the development of frameworks, models, and tools, such as but not limited to the development and/or validation of frameworks, models, and tools.

Means of verification (All listed MOVs shall be submitted):
A. Invoice/Memorandum/Invitation/Training Matrix;
B. Certificate of Recognition/Attendance/Agreement;
C. Skills data/s used and/or lesson guide/s.

Rubric:

MOVs Sub-criteria	Points
ALL MOVs	10 points
Only A & B	5 points
Only A	3 points

Points/Points of Education = 1/100 = 0.01

Points
1 point
1 point
1 point

7. **Application of Learning and Development (L&D):** Application of L&D is a proven success of the learnings gained from the human resource development (HRD) intervention that is aligned with the core tasks of the applicant in their current or previous position.

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

Means of verification:
A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the individual's current or previous position from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position

B. Action Plan/Entry Action Plan (EAP)/Job Embedded Learning (JEL)/Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office.

C. Accomplishment Report together with a General Certification from the L&D intervention was used/adopted by the office at the local level.

D. Accomplishment Report together with a General Certification from the L&D intervention was used/adopted by the office at the local level.

Rubric:

MOVs Sub-criteria	Points
ALL MOVs	10 points
Only A & B	5 points
Only A	3 points

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet			
c. Photocopy of valid and updated PRC License/ID			
d. Photocopy of Certificate of Eligibility/Report of Rating			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees			
f. Photocopy of Certificate/s of Training			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record			
h. Photocopy of latest appointment			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			
l. Screenshot of the automated e-mail response from the filled-up DepEd Digos City Job Application Form			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.