



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 290

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 : NOTICE OF VACANT POSITIONS FOR TEACHER I POSITIONS

Date : September 23, 2025

This Office announces the vacancies of Teacher I positions in the Schools Division Office of Digos City. The qualification standards are as follows:

VACANCY		QUALIFICATION STANDARDS		
POSITION TITLE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER I (ELEMENTARY GRADES)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Elementary/Secondary)



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

Plantilla Item No.: OSEC-DECSB-TCH1-777102-1998
OSEC-DECSB-TCH1-777081-1998

SG: 11

Monthly Salary: ₱ 30,024.00

SUBJECT: N/A

No. of Vacancy/ies: 2

Place of Assignment: ELEMENTARY EDUCATION (2)

JOB SUMMARY:

- Applies mastery of content knowledge and its application across learning areas
- Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
- Manages an environment conducive to learning
- Addresses learner diversity
- Implements and supervises curricular and co-curricular programs to support learning
- Monitors and evaluates learner progress and undertakes activities to improve learner performance
- Maintains updated records of learners' progress
- Counsels and guides learners
- Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
- Undertakes activities towards personal and professional growth
- Does related work

Filling-up of new items and natural vacancies for Teacher I positions **shall be based on the published SY 2025-2026 Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)** per **DepEd Order No. 007, s. 2023** (see *DepEd Order No. 007, s. 2023 Enclosure No. 1, Section D. Comparative Assessment Result, Item 53, and Section E. Appointment*).

School Heads with Teacher I vacant items in their respective schools shall prepare Report of Vacancy and Assignment (ROVA).

This announcement of vacant position shall be valid for filling up **after the 10 day** publication of the item with the CSC per Republic Act 7041.

Widest dissemination of this Memorandum is earnestly desired.

For and in the absence of
Schools Division Superintendent
MELANIE P. ESTACIO, Ph.D., CESO VI

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: SEP 23 2025 TIME: 7:42 PM
BY: [Signature]

NEIL D. BONGCAYAO, MAED
Public Schools District Supervisor
Officer-In-Charge

OSDS/ADMIN/HR/bpp



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



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



September 17, 2025

MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent
Department of Education Digos City Division

Madam:

Below are the vacant position items requesting your approval of its publication as per requirement indicated in the 2017 ORAOHRA, revised July 2018, Rule VII, Section 24:

POSITION TITLE	ITEM NO.	NAME OF PREVIOUS APPOINTEE	CAUSE OF VACANCY	SUBJECT	STATION
TEACHER I (ELEMENTARY GRADES)	OSEC-DECSB-TCH1-777102-1998	JOSOL, CRISTINE I.	PROMOTED TO TEACHER II (ELEMENTARY GRADES)	N/A	ELEMENTARY EDUCATION-ALS
TEACHER I (ELEMENTARY GRADES)	OSEC-DECSB-TCH1-777081-1998	ESPINA, BRYNEL S.	PROMOTED TO MASTER TEACHER I (ELEMENTARY GRADES)	N/A	ELEMENTARY EDUCATION-DON MARIANO MARCOS ES
TEACHER II (SECONDARY GRADES)	OSEC-DECSB-TCH2-750202-2024	PORLARES-MAGDADARO, EILEEN CLAIRE N.	PROMOTED TO MASTER TEACHER I (SECONDARY GRADES)	SCIENCE	KAPATAGAN NATIONAL HIGH SCHOOL
MASTER TEACHER I (SENIOR HIGH SCHOOL MASTER TEACHER I-ACADEMIC TRACK AND CORE SUBJECTS)	OSEC-DECSB-MTCHR1-750056-2016	ESPAÑOL, MELVY D.	PROMOTED TO MASTER TEACHER II (SECONDARY GRADES)	ACADEMIC TRACK-STEM	SENIOR HIGH SCHOOL IN DIGOS CITY

MASTER TEACHER I (SECONDARY GRADES) ✓	OSEC-DECSB- MTCHR1- 751773-1998 ✓	CARBON, LANIE A. ✓	PROMOTED TO MASTER TEACHER II (SECONDARY GRADES) ✓	MATHEMATICS	DIGOS CITY NATIONAL HIGH SCHOOL ✓
--	---	-----------------------	--	-------------	---

Thank you.

Very truly yours,


FRANCIS JUDE D. ALCOMENDRAS, JD, MPA
Administrative Officer V

REVIEWED BY:


MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent

APPROVED BY:


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

OSDS/ADMIN/HR/BPP