



Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

JAN 15 2025

DIVISION MEMORANDUM
No. 034, s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 013, S. 2025 RE: RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT SCHOOL ADMINISTRATION, RELATED-TEACHING, AND NON-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Public and Private Elementary & Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 013, s. 2025 re: *Recruitment and Selection of Applicants for Vacant School Administration, Related-Teaching, and Non-Teaching Positions*, an **Orientation of Applicants** is scheduled on **January 17, 2025; 2:00 – 5:00 pm**, at the **Division Annex Building**.
2. The orientation is open to all interested applicants for the vacant positions listed in the aforementioned Memorandum, regardless of age, gender, civil status, indigenous group, special needs, political, and religious affiliation.
3. The purpose of the orientation is to provide applicants with a clear understanding of the recruitment and selection process, including the qualifications standards, documentary requirements, criteria for evaluation, and other related matters.
4. Attendance to this orientation is on voluntary basis and does not grant any additional points to applicants during the recruitment and selection process.
5. Immediate and wide dissemination this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

For the SDC:



Enclosure : Initial Evaluation Results (IER)
Reference : as stated
Allotment : N/A
No. of Pages : 1
To be indicated in the **Perpetual Index** under the following subjects:

HIRING PROMOTIONS RECRUITMENT SELECTION

FN: WEN-HRPERSONNEL/RSP/