



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

DEC 23 2024

DIVISION MEMORANDUM

No. 829, s. 2024

**INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS
FOR VARIOUS VACANT POSITIONS AND SCHEDULE OF BEHAVIORAL EVENTS
INTERVIEW, OPEN RANKING, AND WRITTEN EXAM**

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 the following Division Memoranda and DepEd Guidelines, attached are the Initial Evaluation Results (IER) of the applicants' qualifications vis-à-vis the Civil Service Commission (CSC) approved qualifications standards conducted by the Human Resource Management Officer of this Division:
 - a. **Division Memorandum No. 760, s. 2024:** Recruitment and Selection of Applicants for Vacant Teaching, Related-Teaching, and Non-Teaching Positions
 - b. **Department of Education, Culture and Sports (DECS) Qualification Standards Manual of 1995:** Qualification Standards for Teaching Group
 - c. **CSC MC No. 10, s. 2005:** Qualification Standards for Administrative Positions in the Administrative Services Group Under the General Administrative Service of the Position Classification Plan
 - d. **CSC MC No. 2, s. 2017:** Amendment to CSC MC No. 16, s. 2011 on the Education and Training Requirements for Guidance Counselor Positions
 - e. **DepEd Order No. 07, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
 - f. **DepEd Order No. 66, s. 2007:** Revised Guidelines on the Appointment and Promotion of Other Teaching, Related-Teaching, and Non-Teaching Positions
2. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) will commence the conduct of Evaluative Assessments based on the principles of merit and fitness, and criteria stated in DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" for school administration, related-teaching, and non-teaching positions, and DepEd Order No. 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related-Teaching, and Non-Teaching Positions" for higher teaching positions.
3. As specified by DepEd Order No. 7, s. 2023, the initial evaluation is a step in the recruitment and selection process where applicants are assessed to determine if they meet the minimum qualifications in areas such as Education, Experience, Training, Eligibility, and Competency, as outlined by the CSC-approved Qualification Standards. Only those who meet these criteria will advance to the comparative assessment stage.
4. Schools shall post copies of the Initial Evaluation Results (IER) in their respective areas of jurisdiction. The IERs are also made available in conspicuous places within the division office, SDO Sagay website (<https://www.depedsagay.com>), and official social media page.

INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Teacher III - Junior High School

Place of Assignment: Saqay National High School - Junior High School

Salary Grade: 13

Education: Bachelor's Degree in Secondary Education or Bachelor's Degree plus 18 professional units in education with appropriate major

Training: None Required

Experience: 2 years relevant experience

Eligibility: RA 1080 (PBET/LET)

Application Code	Education	Training/ Certificates (acquired within the last 5 years and after the last promotion)		Experience (relevant to the position applied for)		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)	
		Title	Hours	Details	Years				
SNHSTEACHIII-2024005	Master of Arts in Education Major in Educational Management (Graduate) BSED Major in TLE	Teacher Induction Program Training- Workshop - Division Level February 22-24, 2021	24	Teacher I December 28, 2020 - December 6, 2024 (present)	3 years and 11 months	RA 1080 (Teacher)	4.456	Qualified	
		3rd Young Leaders Summit - Division Level November 22-25, 2024	32						ESL Instructor April 12, 2019 - July 12, 2019
		Other Accomplishments: - SGC Luminary Award October 2024 Division Level - Outstanding Award in Ancillary June 2022 School Level - School Level Chairperson during the Turning Over of Learning Resources - Resource Speaker during the School Based LAC Session August 2021							
SNHSTEACHIII-2024006	Master of Arts in Education Major in Educational Management (Graduate) Bachelor of Secondary Education Major in TLE	LAC Session for Teachers on Assessment Amidst COVID-19 Pandemic - School Level January 13-14, 2022	16	Teacher I October 11, 2021 - December 6, 2024 (present)	3 years and 2 month	RA 1080 (Teacher)	4.1	Qualified	
		Orientation on the Implementation for Induction Program for Beginning Teachers - Division Level June 2, 2022	8						4.654
		Televised Virtual INSET 3.0 - National Level August 8-11, 2022	32						4.731
		Training Workshop for Secondary School Heads and SGC Co-chairperson on the Roll-Out of the School Governance Council Functionality - Division Level January 25-27, 2023	24						
		Division Led INSET Roll Out for JHS Primals Plus - Division Level February 6-10, 2023	40						
		In-Person Seminar on Navigating Learning from Higher Ground - Division Level May 16-18, 2023	24						
		Enhancement Training for SHS Teachers Teaching Research (Phase 1) - Division Level August 16-19, 2023	24						
		Crafting of Schools WFP and AIP Plan CY 2024 - Division Level September 19-22, 2023	32						
		Training on Teachers Methodology Level for SHS-TVL and JHS-SPTVE Teachers - Regional Level July 21 - August 24, 2024	160						
		TMC I valid until September 13, 2029							
Other Accomplishments: - Resource Speaker during the Work Immersion February 2024 School Level - Champion Teacher in SHS October 2024 Division Level - SGC Leadership Luminary Award October 2024 Division Level - Gold TAG Advocate Award October 2024 Division Level - Resource Speaker during the Capability Building of Teaching and Non-Teaching Personnel October 2024 School Level - Innovation for TAG "Project ENGAGE" and "Project ACCESS" School Level									

INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Teacher III - Junior High School

Place of Assignment: Sagay National High School - Junior High School

Salary Grade: 13

Education: Bachelor's Degree in Secondary Education or Bachelor's Degree plus 18 professional units in education with appropriate major

Training: None Required

Experience: 2 years relevant experience

Eligibility: RA 1080 (PBET/LET)

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Date Posted 12 DEC 2024

Application Code	Education	Training/ Certificates (acquired within the last 5 years and after the last promotion)		Experience (relevant to the position applied for)		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
		- Research BERF Funded "Enhancing Language Learning for Grade 7 Learners Through ISICAL" Division Level						
SNHSTEACHIII-2024007	Master of Arts in Education Major in Social Science (23 units) Bachelor in Social Science Education with Certificate in Teaching JHS	Virtual In-Service Training for Teachers - National Level August 30 - September 3, 2021 Division-Led INSET Roll-Out for Junior High School Primals Plus - Division Level February 6-10, 2023 Other Accomplishments: - Writer for the Development of GAD Lesson Exemplars Division Level March 2024 - Developer of AP ILE and ILAS Division Level May 2022 - Outstanding Chaperon Award in Billiard Division Level October 2024 - Coach for Population Quiz during Regional Festival of Talents June 2024 Regional Level - Classpoint Developer in AP Division Level September 2022 - Voice Talent in AP Radio-Based Instruction Division Level July 2021	40 40	Teacher I December 28, 2020 - December 6, 2024 (present)	3 years and 11 months	RA 1080 (Teacher)	4.651 4.706 4.6	Qualified
SNHSTEACHIII-2024008	Master of Arts in Education Major in Educational Management (42 units) Bachelor of Technical Teacher Education Major in Electrical Technoloov	Televised Virtual In-Set 3.0 - National Level August 8-11, 2022 Trainers Methodology Certificate valid until November 3, 2029 NC II in Electrical Installation and Maintenance valid until November 3, 2029 NC II in Carpentry valid until December 21, 2024 NC I in Masonry valid until January 18, 2025 Outstanding Accomplishments: - BSP Bronze Service Award October 2017 National Level - Coach for Amis Secondary November 2024 Division Level - Coach during the Division Level Technolympics December 2017 - Trainer during the Leadership Development Program of Red Cross Youth June 2015 Division Level - Developer of School Level Electrical Installation LAS May 2021	32	Teacher I May 15, 2014 - December 6, 2024 (present)	10 years and 7 months	RA 1080 (Teacher)	4.53 4.25 4.40	Qualified
SNHSTEACHIII-2024009	Master in Education Major in Mathematics (Graduate) Bachelor of Mathematics Education with Certificate in Teaching JHS	Division-Led INSET Roll-Out for Junior High School Primals Plus - Division Level October 24-27, 2023 Other Accomplishments: - Coach for MTAP Oral Team Competition Division Level February 2018	40	Teacher I June 10, 2019 - December 6, 2024 (present)	5 years and 6 months	RA 1080 (Teacher)	4.491 4.1 4.04	Qualified

M. Leah Linda S. Tan
MA. LEAH LINDA S. TAN
HRMO / AO IV PERSONNEL SECTION

Date of Initial Evaluation: 12 DEC 2024

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

INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Teacher III - Elementary

Place of Assignment: Schools within the Division of Sagay City

Salary Grade: 13

Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education

Training: None Required

Experience: 2 years relevant experience

Eligibility: RA 1080 (PBET/LET)

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Date Posted :d 12 DEC 2024

Application Code	Education	Training/ Certificates (acquired within the last five years and after last promotion)		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
TEACHIII-2024057	MAED Major in Social Science (9 units)	District SNED Training 2023	24	Teacher I September 7, 2007 - December 6, 2024 (present)	17 years and 3 months	RA 1080 (Teacher)	4.40	Qualified
		In-person Seminar on Navigating Learning from Higher Ground 2023	24				4.48	
	School Based INSET during Mid Year Break 2024	56						
	SBTT on MATATAG Curriculum Phase II Julv 23-25. 2024	24						
MAED Major in Educational Management (36 units) Bachelor of Secondary Education	Other Accomplishments: - 2021 Regional Champion in Home Gardening with 2021 ADHEA award - Coach 2nd Place Poster Making District Level September 2019 - Outstanding Troop Leader December 2007 District Level							
	TEACHIII-2024058	Master of Arts in Education (CAR)	Contextualization of Kindergarten and Grade 1-10 Teachers	24	Teacher I January 11, 2006 - December 6, 2024 (present)	18 years and 11 months	RA 1080 (Teacher)	4.87
TATAK #SELFIE 9th Division Leadership Camp			24	4.63				
Retooling of Non-Araling Panlipunan Major Teachers on UCSP		48	4.60					
District INSET		24						
School Based Roll Out on RPMS		24						
School Mid Year INSET		24						
Orientation on the conduct of Facilitation of Psycho Social Support for Learners		24						
School INSET		24						
Bachelor of Secondary Education Major in General Science	Other Accomplishments: - Outstanding SSLG Teacher Adviser NTM October 2024 - Co-Chairman of Planning Committee during Mid-Year INSET February 1. 2023 - School Level Best Implementer of Brigada Pagbasa July 1, 2022							
	TEACHIII-2024059	Master of Arts in Education Major in Educational Management (39 units)	School Level WASH Massive Open Online Course (MOOC) National Level March 13, 2021 (40 hrs)	40	Teacher I June 4, 2018 - December 6, 2024 (present)	6 years and 6 months	RA 1080 (Teacher)	4.665
Upskilling of Public Schools Designated Clinic Teachers and Division School Health Section Personnel on Standard First Aid and BSL Division Level May 23-26, 2024			32	4.45				
Bachelor of Elementary Education								

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INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Teacher III - Elementary

Place of Assignment: Schools within the Division of Saqay City

Salary Grade: 13

Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education

Training: None Required

Experience: 2 years relevant experience

Eligibility: RA 1080 (PBET/LET)

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		Title	Hours	Details	Years			
		2021 Division Research Roll Out and Festival Division Level January 18-22, 2021	40				4.48	
		Other Accomplishments: - Discussant/Facilitator during Joint Division KAB, Boy and Senior Scouts November 2019 - Speaker during Mid-Year School INSET 2023 - Coach during the Division Level MTAP - Language Editor for Araling Panlipunan Radio-Based Instruction Division Level - Writer of Division Level SLM in Araling Panlipunan - Coach during Shotput Throwing District Athletic Meet 2019						


MA. LEAH LINDA S. TAN
 AO IV - PERSONNEL
 HUMAN RESOURCE MANAGEMENT OFFICER

Date of Initial Evaluation: 12 DEC 2024

Republic of the Philippines
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DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Teacher II - Junior High School

Place of Assignment: Molocaboc Integrated School - Junior High School

Salary Grade: 12

Education: Bachelor's Degree in Secondary Education or Bachelor's Degree plus 18 professional units in education with appropriate major

Training: None Required

Experience: 1 year relevant experience

Eligibility: RA 1080 (PBET/LET)

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Application Code	Education	Training/ Certificates (acquired within the last 5 years and after the last promotion)		Experience (relevant to the position applied for)		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
MISTEACHII-2024001	Master of Arts in Education Major in General Science (36 units)	Division Roll-Out on HOTS-PLPs for Grade 9 and 10 English, Science, and Mathematics Teachers - Division Level October 24-27, 2023	32	Teacher I July 1, 2016 - December 6, 2024 (present)	8 years and 5 months	RA 1080 (Teacher)	4.475	Qualified
	BSED Major in General Science	In-Person Seminar on Navigating Learning from Higher Ground through Whole-Brain Self Mastery and Mindfulness - Division Level May 16-18, 2023	24			PD 907 Honor Graduate Eligibility	4.16	
		Clustered Schools Roll-Out on the Guidelines of the Implementation of the RPMS - Division Level February 8-11, 2021	32				4.45	
		Other Accomplishments:						
		- Outstanding School TAG Coordinator National Level November 2024						
		- Resource Speaker during the INSET School Level January 2024						
		- Coach for Wildlife Quiz Bee November 2023 Division Level						
		- Speaker during the School-Based INSET September 2021						

mltan
MA. LEAH LINDA S. TAN
 HRMO / AO IV PERSONNEL SECTION

Date of Initial Evaluation: 12 DEC 2024

Republic of the Philippines
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DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Schools in SDO Sagay
Salary Grade: 11
Education: Bachelor's Degree relevant to the job
Training: None required
Experience: None required
Eligibility: Career Service Eligibility (2nd Level-Professional)

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Application Code	Education	Training/ Certificates (acquired within the last 5 years and after last promotion, relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOII-2024103	BS in Business Administration Major in Marketing Management	None submitted	-	-	Administrative Assistant I (Supply Chain Management) Sales Operations Assistant	August 1, 2024 - December 6, 2024 (present) July 3, 2023 - February 8, 2024	4 months 7 months	PD 907 Honor Graduate Eligibility	4.36	Qualified
AOII-2024104	BS in Accountancy	None submitted	-	-	Accounting Officer	April 11, 2016 - April 13, 2018	2 years	CS Professional Eligibility	None submitted	Qualified
AOII-2024105	BS in Mechanical Engineering	None submitted	-	-	None submitted	-	-	RA 1080 (Mechanical Engineer)	Eligibility rating of 82.15	Qualified
AOII-2024106	BSED Major in English	None submitted	-	-	None submitted	-	-	CS Professional Eligibility	Eligibility rating of 86.56	Qualified
AOII-2024107	BS in Industrial Technology Major in Computer Technology	Compassion at Work: Supporting Employees through Grief and Building a Kind Workplace Culture AI Made Simple: Your Friendly Guide to Working Smarter Not Harder Anti-Money Laundering Reporting Guideline Course Targeted Financial Sanctions Anti-Money Laundering Fundamentals Art Therapy and Mental Health	November 27, 2024 November 13, 2024 August 7, 2024 July 25, 2024 August 5, 2024 October 30, 2024	1.5 1.5 3 2 3 1.5	Salesman	August 26, 2022 - July 31, 2023	11 months	CS Professional Eligibility	4.17	Qualified
AOII-2024108	Master of Education Major in Technology and Livelihood Education (9 units) Bachelor of Technology and Livelihood Education Major in ICT	Computer Systems Servicing NC II valid until July 4, 2028	July 4 - August 19, 2022	280 hours	None submitted	-	-	RA 1080 (Teacher)	Eligibility rating of 82.40	Qualified
AOII-2024109	BS in Psychology	None submitted	-	-	None submitted (Experience submitted is not relevant to the administrative position)	-	-	RA 1080 (Psychometrician)	Eligibility rating of 78.40	Qualified
AOII-2024110	Bachelor of Secondary Education Major in General Science	Three-Day Live-In Training for School Division Non-Teaching Staff on Standard First Aid and Basic Life Support	July 17-19, 2024	24	Administrative Aide VI	August 14, 2023 - December 6, 2024 (present)	1 year and 4 months	RA 1080 (Teacher)	4.3	Qualified

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INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Schools in SDO Sagay
Salary Grade: 11
Education: Bachelor's Degree relevant to the job
Training: None required
Experience: None required
Eligibility: Career Service Eligibility (2nd Level-Professional)

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Application Code	Education	Training/ Certificates (acquired within the last 5 years and after last promotion, relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Sales and Marketing Representative	January 7, 2019 - March 28, 2023	4 years and 2 months			
		Upskilling and Reskilling of Administrative, Legal and ICT Personnel								
		Induction Training of Newly Hired Non-Teaching Personnel	November 11-12, 2024	16						
AOII-2024111	Bachelor of Secondary Education Major in English	None submitted	-	-	Customer Service Representative	October 18, 2023 - December 29, 2023	2 months	PD 907 Honor Graduate Eligibility	None submitted	Qualified
					Customer Service Representative	January 29, 2024 - August 27, 2024	7 months	RA 1080 (Teacher)		

MA. LEAH LINDA S. TAN
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 Administrative Officer IV - Personnel
 Human Resource Management Officer

Date of Initial Evaluation: 12 DEC 2024

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INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Guidance Counselor I
Place of Assignment: Schools in SDO Sagay
Salary Grade: 11
Education: Master's Degree in Guidance and Counseling
Training: None required
Experience: None required
Eligibility: RA 1080 (Guidance Counselor)

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Application Code	Education	Training/ Certificates			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
GC -2024002	Master of Arts in Guidance and Counseling (12 units) BC in Psychology	None submitted	-	-	None submitted	-	-	RA 1080 (Psychometrician)	None	Disqualified - Non-compliant with the required QS for education and eligibility

MLTAN
MA. LEAH LINDA S. TAN
 Administrative Officer IV - Personnel
 Human Resource Management Officer
 Date of Initial Evaluation: **12 DEC 2024**