



Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

ANNOUNCEMENT

1. The field is hereby informed that the Department of Education – Division of Sagay City will now accept applications for the following positions listed below.

Category	Position Title	No. of Vacant Items
Non-Teaching	Administrative Assistant III	1
Non-Teaching	Administrative Aide VI	1

2. The recruitment and selection are open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.

3. Interested applicants are invited to hand in their applications addressed to the Schools Division Superintendent and enclose **2 sets** of **clear photocopied/printed** pertinent documents to this division, Attention: Ma. Leah Linda S. Tan, Division HRMO, and register and upload electronic copies of documents in .pdf file format on the online application system using this link: <https://bit.ly/SDOSagayHRMPSB> not later than **June 18, 2024**. Documents are expected to be arranged and labeled accordingly using the sequence found in the enclosures.

3. Attached is a copy of the enclosures from Division Memorandum No. 357 s. 2024 which includes information on the indicative timeline for the recruitment, evaluation, and selection process, a list of vacant positions and the corresponding Civil Service-Approved Basic Qualification Standards (QS) and DepEd preferred QS, List of Documentary Application requirements, and Criteria for Evaluation of Points.

4. For immediate and wide dissemination.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education

REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 1 to Division Memorandum No. _____, s. 2024

Indicative timeline for the recruitment, evaluation, and selection process for the following positions:

Activity	Venue	Schedule	Remarks
Receiving of applications with complete supporting documents	Records Section / School	June 3-18, 2024	Applications for T-II and T-III positions at the elementary level must be submitted to their respective School AOs. Applications for all other vacant positions must be submitted at the Records Section of this Division.
School-Level Initial Evaluation as to completeness of documents	School	June 19-20, 2024	Initial evaluation of applicants for the T-II and T-III positions at the elementary level will be conducted at the School Level and must be forwarded to the Division Office Personnel Section on or before June 21, 2024 .
Submission of Initial Evaluation Results	Personnel Section	June 21, 2024	
Initial Evaluation against QS	Personnel Section	June 19-27, 2024	Initial Evaluation of applications for all other positions will be conducted by the Division HRMO. Initial Evaluation Results (IER) will be posted/announced through the following: <ul style="list-style-type: none"> • Division Office Bulletin Board • SDO Sagay Social Media Page • SDO Sagay Official Website • Division Memorandum • Conspicuous places of various schools of SDO Sagay
Evaluation & deliberation by the HRMPSB	HRMPSB Room	June 28-July 3, 2024	-
Interview of Applicants	HRMPSB Room / Online	July 4-5, 2024	-
Open Ranking System	HRMPSB Room		-
Final deliberation & evaluation of the result of ranking	HRMPSB Room	July 8, 2024	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	July 9, 2024	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	July 10, 2024	Results of the comparative assessment will be released through a Division Memorandum and posted on SDO and Schools Bulletin Board, SDO Website and other conspicuous places.

Prepared by:

Matan
MA. LEAH LINDA S. TAN
Administrative Officer IV – Personnel (HRMO)

Noted:

Mark Anthony J. Tan
MARK ANTHONY J. TAN, PhD
OIC Assistant Schools Division Superintendent
HRMPSB Chairperson

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

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

Application Code: _____

	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 to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
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, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
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 (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	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			

Attested by: _____
 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION ON 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

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

 Person Administering Oath



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Page 1 of 2, Enclosure No. 4 to Division Memorandum No. ____, s. 2024

QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS FOR THE ADMINISTRATIVE ASSISTANT III & ADMINISTRATIVE AIDE VI POSITIONS

A. Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Administrative Assistant III	OSEC-DECSB-ADAS3-420077-2018 (1)	9	Php 21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional Eligibility	Computer Literate Preferably with Accounting Units	OSDS – Accounting Unit
2	Administrative Aide VI	OSEC-DECSB-ADA6-420105-2014 (1)	6	Php 17,553.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional Eligibility	Computer Literate	OSDS – Property and Supply Unit

B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- a. Letter of intent addressed to the Schools Division Superintendent; thru the
- b. Duly accomplished PDS (CS Form No. 212 Revised 2017) Notarized and with recent picture/photo, with Work Experience Sheet, if applicable;
- c. Certificate of Civil Service Eligibility;
- d. Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- e. Certificate/s of Training attended and acquired after the last promotion but within the last five (5) years;
- f. Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- g. Latest appointment;
- h. Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission; and
- i. 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 form (Annex C of DO 7 s. 2023) notarized by authorized official;



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
 Email Address: sagay.city001@deped.gov.ph



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Page 2 of 2, Enclosure No. 4 to Division Memorandum No. ____, s. 2024

- j. Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, showing **outstanding accomplishments** (i.e. awards and recognition, research and innovation, subject matter expert/membership in national technical working groups or committees, resource speakership/learning facilitation, NEAP accredited learning facilitator); **application of education** (i.e. Action Plan, Accomplishment Report, Certification of Utilization/Adoption); and **application of learning and development** (i.e. action plan/re-entry action plan, job-embedded learning, accomplishment report with certification that the intervention was used) reckoned from the date of last issuance of appointments.

C. Criteria for Evaluation

Evaluation of Applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education -- Criteria and Point System for Hiring and Promotion to Non-Teaching Positions" broken down as follows:

CRITERIA	Points (for Non-Teaching Positions SG 1-9)
Education	5
Training	5
Experience	20
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

Prepared by:

mltan
MA. LEAH LINDA S. TAN
 Administrative Officer IV – Personnel (HRMO)

Noted: 

MARK ANTHONY J. TAN, PhD
 OIC Assistant Schools Division Superintendent
 HRMPSB Chairperson



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