



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

JUN 21 2024

DIVISION MEMORANDUM

No. 377, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS
 FOR VARIOUS NON-TEACHING VACANT POSITIONS**

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

1. The field is hereby informed that this Office will now accept applications for the following positions listed below.

| Category | Position Title | No. of Vacant Items |
|--------------|-----------------------------|---------------------|
| Non-Teaching | Administrative Officer II | 10 |
| | Administrative Assistant II | 5 |
| | 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 **July 8, 2024**. Documents are expected to be arranged and labeled accordingly using the sequence found in the enclosures.

3. Attached in the enclosures are 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.

M. Sabbaluca
MARSETTE D. SABBALUCA, CESO VI
 Schools Division Superintendent

Enclosure: as stated
 To be indicated in the Perpetual Index under the following subjects:

RECRUITMENT SELECTION PERSONNEL



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




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 above-mentioned positions:

| Activity | Venue | Schedule | Remarks |
|---|--|------------------------|--|
| Receiving of applications with complete supporting documents | Records Section | June 24 – July 8, 2024 | - |
| Initial Evaluation against QS | Personnel Section | July 9-19, 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 | July 22-26, 2024 | - |
| Interview of Applicants | HRMPSB Room / Online | July 29-30, 2024 | - |
| Open Ranking System | HRMPSB Room | | - |
| Final deliberation & evaluation of the result of ranking | HRMPSB Room | July 31, 2024 | - |
| Submission to the SDS for approval of the comparative assessment result | Office of the SDS | August 1, 2024 | - |
| Posting of Comparative Assessment Results | SDO Memorandum, Bulletin Board & Website | August 2, 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:


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

Noted:


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



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



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

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 NON-TEACHING 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 Officer II | OSEC-DECSB-ADOF2-420535-2024 OSEC-DECSB-ADOF2-420536-2024 OSEC-DECSB-ADOF2-420537-2024 OSEC-DECSB-ADOF2-420538-2024 OSEC-DECSB-ADOF2-420539-2024 OSEC-DECSB-ADOF2-420540-2024 OSEC-DECSB-ADOF2-420541-2024 OSEC-DECSB-ADOF2-420542-2024 OSEC-DECSB-ADOF2-420543-2024 OSEC-DECSB-ADOF2-420544-2024 (10) | 11 | Php 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional Eligibility | Bachelor's Degree relevant to the job | Schools within the Division of Sagay City |



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



Republic of the Philippines
Department of Education

REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

Page 2 of 3, Enclosure No. 4 to Division Memorandum No. ____, s. 2024

| | | | | | | | | | | |
|---|-----------------------------|---|---|---------------|---|---------------------------|----------------------------|---|---|---|
| 2 | Administrative Assistant II | OSEC-DECSB-ADAS2-420300-2017 OSEC-DECSB-ADAS2-420298-2017 OSEC-DECSB-ADAS2-420081-2014 OSEC-DECSB-ADAS2-420375-2016 OSEC-DECSB-ADAS2-420380-2016 (5) | 8 | Php 19,744.00 | 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 | Schools within the Division of Sagay City |
| 3 | Administrative Aide VI | OSEC-DECSB-ADA6-420060-2004 (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 – Personnel Section |

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;
- 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.



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

Page 3 of 3, Enclosure No. 4 to Division Memorandum No. ____, s. 2024

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) | Points (for SG 10-22 and SG 27) |
|---|--|---------------------------------|
| Education | 5 | 5 |
| Training | 5 | 10 |
| Experience | 20 | 15 |
| Performance | 20 | 20 |
| Outstanding Accomplishments | 10 | 10 |
| Application of Education | 10 | 10 |
| Application of Learning and Development | 10 | 10 |
| Potential (Written Test, BEI, Work Sample Test) | 20 | 20 |
| TOTAL | 100 | 100 |

Prepared by:

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

Noted:

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



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental

Email Address: sagay.city001@deped.gov.ph

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