



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

JUL 25 2024

DIVISION MEMORANDUM

No. 447, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS
FOR VACANT TEACHING POSITIONS IN SPECIAL EDUCATION**

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
Teaching	Special Education Teacher I	2

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 **August 5, 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.

NOE B. ABDON
Administrative Officer V
In-charge of the Division

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



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

Indicative timeline for the recruitment, evaluation, and selection process for the above-mentioned position/s:

Activity	Venue	Schedule	Remarks
Receiving of applications with complete supporting documents	Records Section	July 25 – August 5, 2024	-
Initial Evaluation against QS	Personnel Section	August 6-7, 2024	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	August 8-12, 2024	-
Interview of Applicants Open Ranking System	HRMPSB Room / Online	August 13, 2024	The schedule for interview and open ranking may be subject to change. An official notice with the final details will be sent to qualified applicants at least one day prior to the scheduled date.
Final deliberation & evaluation of the result of ranking	HRMPSB Room	August 14, 2024	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	August 15, 2024	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	August 16, 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





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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
 FOR THE SPECIAL EDUCATION TEACHER I POSITION**

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	Special Education Teacher I	OSEC-DECSB-SPET1-420048-2024 OSEC-DECSB-SPET1-420049-2024 (2)	SG 14	Php 33,843.00	Bachelor's Degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)	Not Applicable	Maria Lopez Elementary School Molocaboc Integrated School

B. Documentary Requirements

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

- Application Letter addressed to the Schools Division Superintendent and Personal Data Sheet (CS Form No. 212, Revised 2017)
- Performance Rating for the last three (3) rating periods duly approved by authorized personnel
- Service Record, Appointment, or Certificate of Employment (experience must be relevant to the duties and functions of the position applied)
- Certificate of Recognition for Outstanding/Meritorious Accomplishments/Innovations/Research and Development/Authorship/Resource Speakership in Training/Seminar
- Scholastic/Academic Records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
- Certificates of Training Attended
- Chairmanship/Co-chairmanship in Technical/Planning Committees
- Photocopy of Valid PRC License
- Omnibus Sworn Statement for the Authenticity and Veracity of Documents



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C. Criteria for Evaluation

Evaluation of applicants shall be based on the DepEd Order No. 66, s. 2007 "Revised Guidelines on the Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions" broken down as follows:

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

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

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