



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

ANNOUNCEMENT

05 SEP 2024

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	9
	Administrative Officer II	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 **September 16, 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. 552 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



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**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-ADOF2-420163-2016 (1)	11	Php 28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	<ul style="list-style-type: none">- Can provide Human Resources Management support to the School Head in HR-related functions such as recruitment and selection, promotion, preparation of ERF, retirement, and application for leaves- Knowledgeable in maintaining and updating personnel records such as 201 files, Daily Time Record, leave credits, and monthly reports (e.g. Form 7)- Knowledgeable in computing, monitoring, and preparation of personnel compensation and benefits- Can facilitate in the procurement process, update and maintain school inventory, and prepare various property and supply reports- Can facilitate in the preparation and submission of financial documents	Bulanon Farm School – Senior High School



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No.	Position Title	Plantilla Item No. / No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
2	Administrative Assistant III	OSEC-DECSB-ADAS3- 420100-2014	9	Php 22,219.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub- Professional Eligibility	<ul style="list-style-type: none">- Knowledgeable in maintaining and preparing financial registries, reports, and ledgers- Can pre-audit financial documents for accuracy, analyze audit findings and monitor compliance- Knowledgeable in the reconciliation of books of accounts to maintain accuracy and updated records- Well-aware of the latest COA and DBM accounting guidelines to guarantee compliance and accuracy in financial processes- Can act as a liaison with oversight bodies and handle financial queries	Clustered Schools within SDO Sagay City Bulanon Farm School - Junior High School Vito National High School - Junior High School
		OSEC-DECSB-ADAS3- 420101-2014								
		OSEC-DECSB-ADAS3- 420317-2017								
		OSEC-DECSB-ADAS3- 420073-2018								
		OSEC-DECSB-ADAS3- 420076-2018								
		OSEC-DECSB-ADAS3- 420080-2018								
		OSEC-DECSB-ADAS3- 420321-2017								
		OSEC-DECSB-ADAS3- 420322-2017								
		OSEC-DECSB-ADAS3- 420003-2007								
		(9)								



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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.



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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) Administrative Assistant III	Points (for Non-Teaching Positions SG 10-22 and 27) Administrative Officer II
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:


MA. LEAH LINDA S. TAN

Administrative Officer IV – Personnel (HRMO)

Noted:



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