




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 Aide VI (Data Entry Machine Operator)	1
	Administrative Aide VI	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 **October 7, 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. 613 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



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



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Enclosure No. 1 to Division Memorandum No. 613, s. 2024

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

Activity	Venue	Schedule	Remarks
Publication of vacancy	-	September 26 – October 7, 2024	Vacancies are published/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• Civil Service Job Portal
Receiving of applications with complete supporting documents	Records Section / SDO Sagay City Online Application	September 26 – October 7, 2024	Applicants must submit the complete required documents on the set deadline. No additional documents shall be accepted after the set deadline.
Initial Evaluation against QS	Personnel Section	October 8-18, 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	October 21-22, 2024	-
Interview of Applicants	HRMPSB Room / Online	October 23-25, 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.
Open Ranking System			
Final deliberation & evaluation of the result of ranking	HRMPSB Room	October 28-29, 2024	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	October 30, 2024	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	October 31, 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 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 Aide VI (Data Entry Machine Operator)	OSEC-DECSB-ADA6-420061-2004 (1)	6	Php 18,255.00	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">- Demonstrates sufficient skills in accurately recording, organizing, and managing documents, while maintaining an orderly and secure storage system for efficient retrieval.- Ensures the security and proper tracking of documents, managing their retrieval and movement with precision, accountability, and attention to detail.- Well-knowledgeable of protocols for receiving, releasing, and verifying documents, ensuring strict compliance with procedures and maintaining high standards of accuracy in certifications.- Well-knowledgeable in computer operations such as Microsoft Office, Excel, Power point, and use of the internet	OSDS – Records Section



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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 Aide VI	OSEC-DECSB-ADA6-420059-2004 OSEC-DECSB-ADA6-420103-2014 (2)	6	Php 18,255.00	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">- Demonstrates strong time management, attention to detail, and communication skills in organizing schedules and confirming appointments.- Well-knowledgeable in document reception, filing, retrieval, and ensuring proper tracking and accountability of office records- Skilled in utilizing office software (Microsoft, Google Suite, internet tools) and hardware (projectors, speakers) to support report consolidation and prepare for meetings effectively.- Capable of delivering excellent customer service, managing communications, and efficiently coordinating meetings and travel logistics.- Ensures the security of office equipment and effectively manages resources to maintain smooth and uninterrupted operations.	OSDS – Proper



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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 Aide VI
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:


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