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	Place of Assignment	No. of Vacant Items
Teaching	Master Teacher I (Elementary)	Lopez Jaena Elementary School	1
	Teacher III (Elementary)	Any elementary schools within SDO Sagay City	1
	Teacher III (Senior High School – Academic)	Any Senior High schools within SDO Sagay City	1
	Teacher III (Junior High School)	Sagay National High School and Eusebio Lopez Memorial Integrated School	2
	Teacher II (Senior High School – TVL)	Any Senior High schools within SDO Sagay City	1
	Teacher II (Senior High School – Academic)	Any Senior High schools within SDO Sagay City	4

2. This office adheres strongly to the Equal Employment Opportunity Policy of the Civil Service Commission and observes fairness and equality in hiring; thus, this recruitment and selection is open to any interested applicants regardless of age, gender, civil status, indigenous group, special needs, political, and religious 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 **November 20, 2024**. Documents are expected to be arranged and labeled accordingly using the sequence found in the enclosures.

4. Attached is a copy of the enclosures from Division Memorandum No. 727 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.

5. 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@deped.gov.ph

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

NOV 07 2024

DIVISION MEMORANDUM
No. 727, s. 2024

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT SCHOOL ADMINISTRATION, TEACHING, AND NON-TEACHING 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	Place of Assignment	No. of Vacant Items
School Administration	School Principal I (Elementary)	Elementary Schools within SDO Sagay City	5
	Assistant School Principal II (Senior High School)	Senior High Schools within SDO Sagay City	3
	Head Teacher II (Elementary)	Any elementary schools within SDO Sagay City	1
	Head Teacher II (Junior High School)	Sagay National High School	1
	Head Teacher I (Elementary)	Any elementary schools within SDO Sagay City	1
Teaching	Master Teacher I (Elementary)	Lopez Jaena Elementary School	1
	Teacher III (Elementary)	Any elementary schools within SDO Sagay City	1
	Teacher III (Senior High School – Academic)	Any Senior High schools within SDO Sagay City	1
	Teacher III (Junior High School)	Sagay National High School and Eusebio Lopez Memorial Integrated School	2
	Teacher II (Senior High School – TVL)	Any Senior High schools within SDO Sagay City	1
	Teacher II (Senior High School – Academic)	Any Senior High schools within SDO Sagay City	4
	Teacher II (Junior High School)	Sagay National High School	1
Non-Teaching	Dentist II	SGOD – School Health and Nutrition Unit	1

2. This office adheres strongly to the Equal Employment Opportunity Policy of the Civil Service Commission and observes fairness and equality in hiring; thus, this recruitment and selection is open to any interested applicants regardless of age, gender, civil status, indigenous group, special needs, political, and religious 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 to the 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 **November 20, 2024**. Documents are expected to be arranged and labeled accordingly using the sequence found in the enclosures.

4. 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.

5. Schools shall post copies of the Announcement of Vacancies in their respective areas of jurisdiction. The announcements are also made available in conspicuous places within the division office, SDO Sagay website (https://www.depedsagay.com), and official social media page.

6. For immediate and wide dissemination.

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

Enclosure : as stated
Reference : as stated
Allotment : N/A
No. of Pages : 17
To be indicated in the **Perpetual Index** under the following subjects:
HIRING **PROMOTIONS** **RECRUITMENT** **SELECTION**

FN: WEN-HRPERSONNEL/RSP/ANNOUNCEMENT OF VACANCIES/2024 MEMO FORMAT/NEW FORMAT

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

Enclosure No. 1 to Division Memorandum No. 727, s. 2024

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

Activity	***Venue***	***Schedule***	***Remarks***
Publication of vacancy	-	November 8 - 20, 2024	Vacancies are published/announced through the following: • 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
Orientation of interested applicants	SDO Sagay Annex/TVBI Building	November 11; 2:00 pm – 5:00 pm	Interested applications for the following vacant positions are advised to attend the orientation: • Head Teacher • School Principal • Assistant Principal • Master Teacher
Receiving of applications with complete supporting documents	Records Section / SDO Sagay City Online Application	November 12 – 20, 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	November 21 – December 13, 2024	Initial Evaluation Results (IER) will be posted/announced through the following: • 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	December 16-17, 2024	-
Interview, Written Test and Work Samples Test Open Ranking System	HRMPSB Room / Online	December 18-20, 2024	The schedule for interviews, written test, work samples test, 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	December 23, 2024	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	December 24, 2024	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	December 26, 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

QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS FOR TEACHER III & II (SENIOR HIGH SCHOOL), TEACHER III & II (JUNIOR HIGH SCHOOL) and TEACHER III (ELEMENTARY) 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	Teacher III (Senior High School – Academic)	OSEC-DECSB-TCH3-420412-2016 (1)	13	Php 32,870.00	Bachelor's Degree with a major in the relevant strand/subject or any Bachelor's degree, plus at least 12 units towards a Master's Degree in relevant strand/subject (Any subject under the Academic Strand)	4 hours of training relevant to the subject area specialization	1 year of relevant teaching/ industry work experience	RA 1080 (Teacher)	-	Any senior high schools within SDO Sagay City
2	Teacher II (Senior High School – Academic)	OSEC-DECSB-TCH2-423089-2017 OSEC-DECSB-TCH2-420511-2016 OSEC-DECSB-TCH2-420524-2016 OSEC-DECSB-TCH2-420509-2016 (4)	12	Php 30,705.00	Bachelor's Degree with a major in the relevant strand/subject or any Bachelor's Degree, plus at least 6 units towards a Master's Degree in relevant strand/subject (Any subject under the Academic Strand)	None required	None required	RA 1080 (Teacher)	-	Any senior high schools within SDO Sagay City

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
3	Teacher II (Senior High School – TVL)	OSEC-DECSB-TCH2-420668-2023 (1)	12	Php 30,705.00	Bachelor's Degree holder; or graduate of a Technical-vocational course(s) in the area of specialization (any subject under the TVL Strand)	At least NC II in the appropriate specialization with TMC I	None required	RA 1080 (Teacher)	-	Any senior high schools within SDO Sagay City
4	Teacher III (Junior High School)	OSEC-DECSB-TCH3-420104-2004 OSEC-DECSB-TCH3-420673-2014 (2)	13	Php 32,870.00	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (Teacher)	-	Sagay National High School Eusebio Lopez Memorial Integrated School
5	Teacher II (Junior High School)	OSEC-DECSB-TCH2-420007-2012 (1)	12	Php 30,705.00	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher)	-	Sagay National High School
6	Teacher III (Elementary)	OSEC-DECSB-TCH3-420265-2015 (1)	13	Php 32,870.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)	-	Any Elementary Schools within SDO Sagay City

B. Documentary Requirements

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

a. Application Letter and Personal Data Sheet (CS Form No. 212, Revised 2017)
b. Performance Rating for the last three years duly approved by authorized personnel
c. Scholastic/Academic Record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
d. Service Record, Appointment, or Certificate of Employment (experience must be relevant to the track/strand/subject being applied)
e. Certificate of training attended after the last promotion but within the last 5 years, relevant to the track/strand/subject or skills related to the work, duties, and functions of a secondary education teacher
f. All Valid NC and TMC Certificates for applicants in Senior High School positions
g. Certificate of Recognition for Outstanding/Meritorious Accomplishments/Innovations/Research and Development/Authorship/Resource Speakership in Training/Seminar acquired after the last promotion
h. Chairmanship/Co-chairmanship in Technical/Planning Committees
i. Valid PRC License
j. Latest COT Rating Sheet for those occupying Junior High School positions who are applying for Senior High School positions
k. Omnibus Sworn Statement for the Veracity and Authenticity of Documents

C. Criteria for Evaluation

For Teaching Positions in the Elementary and Junior High School
Evaluation of Applicants for teacher promotion in elementary and junior high school shall be based on the criteria of **DepEd Order No. 66, s. 2007** "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" broken down as follows:

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

For Teaching Positions in the Senior High School

Evaluation of Applicants from **Junior High School to Senior High School** shall be based on the criteria of **DepEd Order No. 3, s. 2016** "Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year 2016-2017" broken down as follows:

CRITERIA	Academic and Core Subjects
Education	20
Teaching/Industry/Workplace Experience	15
Specialized Training	10
Interview	15
English Communication Skills	10
Portfolio/Outstanding Achievements	10
Demonstration Teaching	20
TOTAL	***100***

Evaluation of Applicants for promotion in **Senior High School** shall be based on the criteria of **DepEd Order No. 66, s. 2007** "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" broken down as follows:

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

D. Additional Instructions

Applicants in the secondary and senior high schools are advised to **indicate their learning area/subject/strand of specialization** on the Letter of Intent.

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