



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

ANNOUNCEMENT

11. 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
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

12. 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.

13. 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.

14. 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.

15. For immediate and wide dissemination.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

NOV 07 2024

DIVISION MEMORANDUM
 No. 729, 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

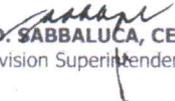
2. This office adheres strongly to the Equal Employment Opportunity Policy of the Civil Service Commission and observes fairness and equality in hiring; thus, this recruitment and selection is open to any interested applicants regardless of age, gender, civil status, indigenous group, special needs, 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/SDOSagayHRMP5B> 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. SABBALUGA, 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/RST/ANNOUNCEMENT OF VACANCIES/2024 MEMO FORMAT/NEW FORMAT



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
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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: <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
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: <ul style="list-style-type: none"> • 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: <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	December 16-17, 2024	-
Interview, Written Test and Work Samples Test	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.
Open Ranking System			
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



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Page 1 of 3, Enclosure No. 2 to Division Memorandum No. 127, s. 2024

**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR THE SCHOOL ADMINISTRATION (SCHOOL PRINCIPAL, ASSISTANT SCHOOL PRINCIPAL, HEAD TEACHER) 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	School Principal I (Elementary)	OSEC-DECSB-SP1-420896-2010 OSEC-DECSB-SP1-420898-2010 OSEC-DECSB-SP1-420906-2010 OSEC-DECSB-SP1-420907-2010 OSEC-DECSB-SP1-420897-2010 (5)	19	Php 53,873.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant trainings	Head Teacher for 1 year; or TIC for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher) NQESH/Principal's Exam Passer FY 2021 NQESH Applicants who fall under Category B (Approximating and Closely Approximating) must submit their Certificate of Completion for Professional Shadowing and Immersion	-	Elementary Schools within SDO Sagay City
2	Assistant School Principal II (Senior High School)	OSEC-DECSB-ASP2-420237-2016 OSEC-DECSB-APS2-420238-2016 OSEC-DECSB-ASP2-420376-2016 (3)	19	Php 53,873.00	Bachelor's Degree in Education or its equivalent with a major and minor, or a Bachelor's Degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant trainings	2 years of relevant experience	RA 1080 (Teacher) NQESH/Principal's Exam Passer FY 2021 NQESH Applicants who fall under Category B (Approximating and Closely Approximating) must submit their Certificate of Completion for Professional Shadowing and Immersion	-	Senior High Schools within SDO Sagay City



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Page 2 of 3, Enclosure No. 2 to Division Memorandum No. 121, s. 2024

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
3	Head Teacher II – Junior High School	OSEC-DECSB-HTEACH2-420015-2021 (1)	15	Php 38,413.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	24 hours of relevant trainings	Head Teacher for 1 year or Teacher for 4 years	RA 1080 (Teacher)	-	Sagay National High School Junior High School
4	Head Teacher II – Elementary	OSEC-DECSB-HTEACH2-420113-1998 (1)	15	Php 38,413.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant trainings	Head Teacher for 1 year or TIC for 1 year or Teacher for 4 years	RA 1080 (Teacher)	-	Any Elementary Schools within SDO Sagay City
5	Head Teacher I – Elementary	OSEC-DECSB-HTEACH1-420260-1998 (1)	14	Php 35,434.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant trainings	TIC for 1 year or Teacher for 3 years	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. Letter of intent addressed to the Schools Division Superintendent;
- 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 License/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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Page 3 of 3, Enclosure No. 2 to Division Memorandum No. 721, 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 School Administration Positions" broken down as follows:

CRITERIA	POINTS
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	15
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



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