



**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



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**Enclosure No. 1 to Division Memorandum No. 327, s. 2024**

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

<b>Activity</b>	<b>Venue</b>	<b>Schedule</b>	<b>Remarks</b>
Publication of vacancy	-	November 8 - 20, 2024	Vacancies are published/announced through the following: <ul style="list-style-type: none"> <li>• Division Office Bulletin Board</li> <li>• SDO Sagay Social Media Page</li> <li>• SDO Sagay Official Website</li> <li>• Division Memorandum</li> <li>• Conspicuous places of various schools of SDO Sagay</li> <li>• Civil Service Job Portal</li> </ul>
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"> <li>• Head Teacher</li> <li>• School Principal</li> <li>• Assistant Principal</li> <li>• Master Teacher</li> </ul>
Receiving of applications with complete supporting documents	Records Section / SDO Sagay City Online Application	November 12 – 20, 2024	Applicants <b>must submit the complete required documents on the set deadline.</b>  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"> <li>• Division Office Bulletin Board</li> <li>• SDO Sagay Social Media Page</li> <li>• SDO Sagay Official Website</li> <li>• Division Memorandum</li> <li>• Conspicuous places of various schools of SDO Sagay</li> </ul>
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. 121, 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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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:

- Letter of intent addressed to the Schools Division Superintendent;
- Duly accomplished PDS (CS Form No. 212 Revised 2017) Notarized and with recent picture/photo, **with Work Experience Sheet**, if applicable;
- Certificate of License/Eligibility;
- Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- Certificate/s of Training attended and acquired after the last promotion but within the last five (5) years;
- Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- Latest appointment;
- 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
- 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;
- 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 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
<b>TOTAL</b>	<b>100</b>

Prepared by:

*Ma. Leah Linda S. Tan*  
**MA. LEAH LINDA S. TAN**  
 Administrative Officer IV – Personnel (HRMO)

Noted:

*Mark Anthony J. Tan*  
**MARK ANTHONY J. TAN, PHD**  
 OIC, Assistant Schools Division Superintendent  
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**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



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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	
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



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**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
<b>TOTAL</b>	<b>100</b>



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**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
<b>TOTAL</b>	<b>100</b>

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
<b>TOTAL</b>	<b>100</b>

**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



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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS  
 FOR THE DENTIST II 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	Dentist II	OSEC-DECSB-DENT2- 420007-2017 (1)	17	Php 45,138.00	Doctor of Dental Medicine	4 hours of relevant training	At least 1 year of relevant experience	RA 1080 (Dentist)	-	SGOD – School Health and Nutrition Unit

**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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**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 Salary Grade 10-22 and 27)
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	20
<b>TOTAL</b>	<b>100</b>

Prepared by:

*mtan*  
**MA. LEAH LINDA S. TAN**  
 Administrative Officer IV – Personnel (HRMO)

Noted:

*[Signature]*  
**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 MASTER TEACHER I (ELEMENTARY) 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	Master Teacher I (Elementary)	OSEC-DECSB-MTCHR1-420045-2012  (1)	18	Php 49,015.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)	Very Satisfactory performance for the last two (2) years  At least 25 pts in leadership potential	Lopez Jaena Elementary School

**B. Documentary Requirements**

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

- a. CSC Form 212 Revised 2005 (Personal Data Sheet) with Picture and Notarized
- b. Updated Service Record
- c. Transcript of Records/Special Order
- d. Performance Rating for the last 3 rating periods
- e. Eligibility Rating
- f. Certificates of relevant trainings/seminars/scholarships, etc.
- g. Copy of last approved appointment
- h. Other documents relevant to the Master Teacher position (see List of Supporting Documents for Leadership, Potentials, Accomplishments from A to I)
- i. Copy of Class/Master Program indicating the number of teaching load (current year)
- j. Notarized Omnibus Certification of Authenticity and Veracity signed by the applicant



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**C. Criteria for Evaluation**

Evaluation of Applicants for the Master Teacher position shall be based on the criteria and point system stipulated in **Division Memorandum No. 128, s. 2024 "Clarifications, Strict Adherence, and Compliance on the Implementation of Career Progression System for Master Teacher"**.

**D. Additional Instructions**

Retention of points is not considered for applicants included in the Comparative Assessment Results issued in December 2023 and earlier.

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

**LIST OF SUPPORTING DOCUMENTS AND POINTS SYSTEM FOR LEADERSHIP, POTENTIALS, AND ACCOMPLISHMENTS OF MASTER TEACHER APPLICANTS**

**A. Introduced (20 pts.)**

A-1 Curriculum or instructional prepared

A-1.1 Copy of materials prepared

1.2.1 Certification signed by the district supervisor/ secondary school head that such candidate prepared/illustrated/served as lay-out artist/quality assured/edited the materials/RBI script/TVI output and was utilized by the teachers.

1.2.2 Certificate of recognition signed by a committee in the division office including the superintendent, (Example: Curriculum materials in English to be signed by Division English Supervisor, District Supervisor and Division Superintendent.)

A-2 Simplification of Work

A-2.1 Proof showing simplification of work duly signed by the district supervisor/ secondary school head.

2.2.1. Certificate of recognition for the simplification of work signed by the Division Office Committee.

2.2.2. Simplification of Work procedures and innovations related to effective teaching strategies shall be credited based on submission of research findings from comparative studies.

A-3 Worthwhile income-generating project – (with project proposal and for the benefit of the school)

A-3.1 Certificate of recognition/ citation signed by a committee in the division office including the school's superintendent.

3.2 Narrative report on this income-generating project duly attested by school head and district supervisor.

3.3 Income statement duly attested by the school head and district supervisor.

3.4 Copy of project proposal approved by the district supervisor and the person in-charge in the division office.

3.5 A worthwhile Incoming Generating Project (IGP) for the learners, for at least two (2) years given recognition by higher officials in the division shall have a net income of Php 5,000.00. The terminal report should include among others how the income was generated, how much was generated, where the proceeds were used. This should be noted by the school head or PSDS as the case may be and corroborated by 3 teachers. Fund Raising Activities are not considered as IGP.

*For group claims, the points shall be divided equally among the proponents.*

1. *All claims for criterion A shall be supported with proofs of validation (where applicable) and effectiveness.*
2. *Likewise, each claim should be supported with an approved project proposal prior to the implementation of the project as well as a terminal report after the project is completed, acknowledged or noted by the division authorities concerned / supervisors and approved by the ASDS / SDS.*
3. *Certifications in line with the claims shall be corroborated by 3 teachers to attest veracity of the claim.*
4. *Claims for curriculum materials development shall require evidences of validation (content/statistical validation as the case may be)*

**B. Served as: (12pts.)**

B-1 District Subject/Ancillaries Coordinator/Chairman (*for at least 1 yr*)

B-1.1 Designation signed by district supervisor.

1.2 Report of accomplishments attested by district supervisor/ secondary school head.

1.3 Certification as district/secondary school coordinator stating inclusive date of service signed by district supervisor/secondary school head.

B-2 As Grade/Subject/Ancillaries Chairman/Coordinator (*at least 1 yr*)

B-2.1 Copy of designation signed by school heads and district supervisor/secondary school head.

2.2 Report of accomplishments attested by school head and district supervisor/secondary school head.

2.3 Certification as grade/subject/ancillaries chairman/ coordinator stating inclusive date of service signed by school heads and district supervisor/ secondary school head.

2.4 List of members under his/her chairmanship.

- B-3 As club/school paper, BSP/GSP/ Sports adviser (*at least 1 yr*)
- B-3.1 Copy of designation signed by school head.
  - 3.2 Report of accomplishments attested by the school head.
  - 3.3 Certification as club adviser signed by the school head stating *inclusive date of service*.
  - 3.4 List of officers of the club duly attested.

*For group claims, the points shall be divided equally among the proponents.*

- B-5. *Certifications in line with the claims shall be corroborated by 3 teachers to attest veracity of the claim.*

**C. Served as: (12pts.)**

- C-1 Chairman of Special Committee to Prepare Instructional Materials such as Books, RBI/TVI Script, Self-Learning Modules (SLMs), Learner's Materials (LMs) and Learner Resources (LRs) (educational related publication)

- C-1.1 Designation/Memorandum signed by school head/district supervisor/superintendent.
- 1.2 Certification as chairman stating *inclusive date of service* signed by district supervisor/secondary school head.
- 1.3 List of members of the committee duly certified.
1. 4 Sample of instructional materials prepared.

- C-2 Chairman to prepare *Intermediate Master Class Program (intermediate classes, JHS & SHS)*

- C-2.1 Designation signed by school head/ district supervisor.
- 2.2 Copy of school program/action program prepared duly attested.
- 2.3 List of members of the committee duly attested.
- 2.4 Certification as chairman signed by school head/ district supervisor.

- C-3 Chairman of School/District Testing Committee

- C-3.1 Designation signed by school head/district supervisor/ secondary school head.
- 3.2 Copy of test prepared.
- 3.3 Report of findings or analysis of the test conducted.
- 3.4 Certification as Chairman signed by school head and district supervisor/ secondary school head.

*For group claims, the points shall be divided equally among the proponents.*

- C-5. *Certifications in line with the claims shall be corroborated by 3 teachers to attest veracity of the claim.*

**D. Initiated/headed as Educational research including Action Research (12 pts.)**

1. With a research proposal acknowledged by the immediate head/PSDSs or EPS for the learning areas and the Chief (CID or SGOD) and with terminal write-up approved by the ASDS/SDS.
2. Research shall be for improvement of instruction, community development, for teacher welfare and the like.
3. Researches conducted and submitted to fulfill requirements for masteral and doctoral program are not given credits, as they have been credited for the degree program.

*For group claims, the points shall be divided equally among the proponents.*

**E. Coordinator of a community Project for at least 2 years (for the last 5 yrs.) 12 pts.**

1. A Certificate of Commendation can be included to attest accomplishment. If certification will be submitted, it should be corroborated with 3 teachers.
2. An Accomplishment Report noted by the agency served shall be included among the supporting documents.
3. The coordinator shall have served for at least 2 years. Aggregate service can be credited provided, the same activity.

*NOTE: Community projects are accomplished by the benefit of the community (purok, barangay or town and not for the school.)*

**F. Organized/Managed an In-Service Activity or other similar activities at least on the school level (12 points)**

1. In-service activities organize/managed shall be mainly for the improvement of instruction co-curricular activities. Clienteles should be teachers/school heads/community people and the like
2. The supporting documents should be clearly show the claimant as the organizer/initiator and manager
3. Supporting documents shall be accompanied with Memorandum, Training Design and Accomplishment Report or Program Completion Report duly noted by the higher authorities in the school or district or division level as the case may be.
4. A Certificate of Commendation may also be included, if certification is submitted, it should be corroborated by 3 teachers

**G. Trainor's or Coach (maximum of 10 pts.)**

**G-1.1 Designation as Coach/ Trainor**

- 1.2 Copy of awards or proof of awards received by contestant.
- 1.3 Certification as trainor with the name of the contestant, level of contest, date, venue and prize received, whether 1<sup>st</sup> to 10<sup>th</sup>, signed by school authorities concerned.

**G-2. Awards**

- G-2.1 Copy of award received by the candidate or certification signed by proper school officials.
- G-3. Coordinator of Boy Scout or Girl Scout activities:

**H. Authorship (10 pts.) – School publication, Coffee table book, Educational Research**

1. 10 points for a book and 1 point for each article provided they are on education

**I. Demonstration Teacher/LAC Facilitator & Lecturer (last 5 years) (10 points)**

1. Claims shall be supported with Lesson Plans, Certificate of Commendation/Recognition as Demonstration Teacher duly signed by the higher authorities in the school or division or region of national as the case may be. If certification is presented, it should be corroborated by at least 3 teachers who were present during the demonstration teaching.
2. Level of demonstration teaching minimally required for MT:  
MT-I – at least District level  
MT-II and above – at least Division level