



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

22 NOV 2024

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
Related-Teaching	Guidance Counselor I	Sagay National High School – JHS	1
Non-Teaching	Administrative Officer II	Any school within SDO Sagay City	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: 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 **December 6, 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. 760 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



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Enclosure No. 1 to Division Memorandum No. 760, 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 22 – December 6, 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 Applicants	Division Office Conference Room		
Receiving of applications with complete supporting documents	Records Section / SDO Sagay City Online Application	November 22 – December 6, 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	December 9 – 23, 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 24-31, 2024	-
Interview, Written Test and Work Samples Test	HRMPSB Room / Online	January 2 – 6, 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	January 7, 2024	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	January 8, 2024	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	January 9, 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 OFFICER 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	Administrative Officer II	OSEC-DECSB-ADOF2-420331-2020 (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 	Any school 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;



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- 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;
- 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.

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
TOTAL	100

Prepared by:

MLST
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 GUIDANCE COUNSELOR I 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	Guidance Counselor I	OSEC-DECSB-GUIDC1-420050-1998 (1)	11	Php 28,512.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	<ul style="list-style-type: none"> - Can design, facilitate, and implement effective guidance and counseling programs tailored to student needs and institutional goals - Capable of providing individual and group counseling sessions that address students' personal, academic, and social concerns - Knowledgeable of the policies on Child Protection, Career Advocacy, Mental Health, and other student welfare-related areas - Able to establish and maintain collaborative partnerships with teachers, parents, and external agencies (e.g., DSWD, CHO) to support student development and well-being 	Sagay National High School – Junior High School

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;



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- 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.

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 Related-Teaching Positions" broken down as follows:

CRITERIA	Points (for SG 11-15)
Education	10
Training	10
Experience	10
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:

MLST
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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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