



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

## ANNOUNCEMENT

22 NOV 2024

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	Teacher III (Elementary)	Any Elementary Schools within SDO Sagay City	1
	Teacher III (Junior High School)	Sagay National High School – JHS	1
	Teacher II (Junior High School)	Molocaboc Integrated School – JHS	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"><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 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 <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	December 9 – 23, 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 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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Page 1 of 3, Enclosure No. 2 to Division Memorandum No. 160 s. 2024

**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR  
EVALUATION OF POINTS FOR TEACHING 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 (Elementary)	OSEC-DECSB- TCH3-420262-2015  (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)	<b>Proficient</b> Level on the following competencies based on the PPST: 1. Content Knowledge and Pedagogy 2. Learning Environment 3. Diversity of Learners 4. Curriculum and Planning 5. Assessment and Reporting 6. Community Linkages and Professional Engagement 7. Personal Growth and Professional Development	Any Elementary Schools within SDO Sagay City
2	Teacher III (Junior High School)	OSEC-DECSB- TCH3-420035-2012  (1)	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
3	Teacher II (Junior High School)	OSEC-DECSB- TCH2-420067-2004  (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)		Molocaboc Integrated School



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Department of Education  
REGION VI – Western Visayas  
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Page 2 of 3, Enclosure No. 2 to Division Memorandum No. 760, s. 2024

## B. Documentary Requirements

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

- Application Letter and Personal Data Sheet (CS Form No. 212, Revised 2017)
- Performance Rating for the last three years duly approved by authorized personnel
- Scholastic/Academic Record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
- Service Record, Appointment, or Certificate of Employment (experience must be relevant to the track/strand/subject being applied)
- 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
- All Valid NC and TMC Certificates
- Certificate of Recognition for Outstanding/Meritorious Accomplishments/Innovations/Research and Development/Authorship/Resource Speakership in Training/Seminar acquired after the last promotion
- Chairmanship/Co-chairmanship in Technical/Planning Committees
- Valid PRC License
- 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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SCHOOLS DIVISION OF SAGAY CITY

Page 3 of 3, Enclosure No. 2 to Division Memorandum No. 760 s. 2024

**D. Additional Instructions**

Applicants in the secondary or junior 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

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