



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

09 JAN 2025

## 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
Non-Teaching	Administrative Officer V (Budget Officer III)	OSDS – Budget Office	1
	Administrative Officer II	Old Sagay Elementary School	1
	Administrative Assistant II (Disbursing Officer)	Various Elementary, Secondary and Senior High Schools in SDO Sagay City	8
	Administrative Assistant II (Accounting Clerk)	OSDS – Accounting Unit	1
	Administrative Assistant I (Accounting Machine Operator)	OSDS – Budget Office	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 **January 22, 2025**. 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. 013 s. 2025 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.

*for*  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

**MARK ANTHONY J. TAN, PhD**  
Chief Education Supervisor  
OIC - Assistant Schools Division Superintendent  
In-charge of the Division



**Address:** Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental

**Email Address:** [sagay.city001@deped.gov.ph](mailto:sagay.city001@deped.gov.ph)



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SCHOOLS DIVISION OF SAGAY CITY

0-9 JAN 2025

**DIVISION MEMORANDUM**  
No. 013, s. 2025

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT SCHOOL ADMINISTRATION,  
RELATED-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.

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Non-Teaching	Administrative Officer V (Budget Officer III)	OSDS – Budget Office	1
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	Administrative Assistant II (Accounting Clerk)	OSDS – Accounting Unit	1
	Administrative Assistant I (Accounting Machine Operator)	OSDS – Budget Office	1
School Administration	Head Teacher III - Elementary	Valeriana G. Añalucas Integrated School Manara Elementary School Molocaboc Integrated School - Elementary	3
	Head Teacher II - Elementary	Uychiat Elementary School	1
	Head Teacher I - Junior High School	Colonia Divina IS – Junior High School	1
	Head Teacher I - Elementary	Pacol Elementary School Raynor D. Mesa Elementary School	2
Related-Teaching	Chief Education Supervisor	Curriculum Implementation Division (CID)	1
	Senior Education Program Specialist	SGOD – Human Resource Training & Development SGOD – Social Mobilization and Networking	2

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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 **January 22, 2025**. 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.deped.sagay.com>), and official social media page.

6. For immediate and wide dissemination.

**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

**MARK ANTONY J. TAN, PhD**  
Chief Education Supervisor  
OIC - Assistant Schools Division Superintendent  
In-charge of the Division



Enclosure : as stated  
Reference : as stated  
Allotment : N/A  
No. of Pages : 14  
To be indicated in the **Perpetual Index** under the following subjects:

**HIRING                      PROMOTIONS                      RECRUITMENT                      SELECTION**

FN: WEN-HRPERSONNEL/RSP/ANNOUNCEMENT OF VACANCIES/2025 MEMO FORMAT/NEW FORMAT



**Address:** Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
**Email Address:** [sagay.city001@deped.gov.ph](mailto:sagay.city001@deped.gov.ph)



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**Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2025**

Indicative timeline for the recruitment, evaluation, and selection process for the above-mentioned positions:

<b>Activity</b>	<b>Venue</b>	<b>Schedule</b>	<b>Remarks</b>
Publication of vacancy	-	January 9-22, 2025	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>
Initial Evaluation against QS	Personnel Section	January 23 – February 10, 2025	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	February 11 – 21, 2025	-
Interview, Written Test and Work Samples Test	HRMPSB Room / Online	February 24 – 26, 2025	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	February 27 – 28, 2025	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	March 3, 2025	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	March 4, 2025	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 VACANT NON-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	Administrative Officer V (Budget Officer III)	OSEC-DECSB-ADOF5-420010-2014  (1)	18	Php 49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service Professional (Second Level Eligibility)	<ul style="list-style-type: none"> <li>- Has thorough ability to review, analyze, and consolidate budget proposals from various units, ensuring alignment with prior-year budgets and effective allocation for decision-making.</li> <li>- Knowledgeable in preparing and analyzing financial reports, such as the Budget Accountability Reports (BAR) and financial performance evaluations, to ensure accuracy and compliance with budgeting guidelines.</li> <li>- Knowledgeable in evaluating cost-efficiency and resource utilization, providing technical inputs to help distribute critical resources equitably across schools and learning centers.</li> <li>- Proficient in monitoring and tracking expenditures, certifying allotment availability, and coordinating with other offices regarding funding and program status.</li> </ul>	OSDS – Budget Office
2	Administrative Officer II	OSEC-DECSB-ADOF2-420332-2020  (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"> <li>- 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</li> <li>- Knowledgeable in maintaining and updating personnel records such as 201 files, Daily Time Record, leave credits, and monthly reports (e.g., Form 7)</li> <li>- Knowledgeable in computing, monitoring, and preparation of personnel compensation and benefits</li> <li>- Can facilitate the procurement process, update and maintain school inventory, and prepare various property and supply reports</li> <li>- Can facilitate in the preparation and submission of financial documents</li> </ul>	Old Sagay Elementary School



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No.	Position Title	Plantilla No./ Position	Item No. of	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment	
						Education	Training	Experience	Eligibility		Competency
3	Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-420299-2017; OSEC-DECSB-ADAS2-420371-2016; OSEC-DECSB-ADAS2-420370-2016; OSEC-DECSB-ADAS2-420369-2016; OSEC-DECSB-ADAS2-420074-2018; OSEC-DECSB-ADAS2-420075-2018; OSEC-DECSB-ADAS2-420302-2017; OSEC-DECSB-ADAS2-420053-2018  (8)		8	Php 20,534.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	<ul style="list-style-type: none"> <li>- Computer Literate</li> <li>- Preferably with Accounting Units</li> <li>- Knowledgeable in preparing, organizing, and submitting various inventory reports, maintaining subsidiary ledgers, and summarizing cash advances received, liquidated, and balances</li> <li>- Knowledgeable in preparation and submission of financial documents/reports such as cash advance requests, MOOE utilization reports, and liquidation reports</li> <li>- Knowledgeable in preparing and managing requests for cash advances and the utilization of school MOOE</li> <li>- Can provide administrative and clerical support to senior bookkeepers and other financial personnel, and supervisors, including principals and assistant principals</li> </ul>	Various Elementary, Secondary and Senior High Schools in SDO Sagay City
4	Administrative Assistant II (Accounting Clerk)	OSEC-DECSB-ADAS2-420082-2014  (1)		8	Php 20,534.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	<ul style="list-style-type: none"> <li>- Computer Literate</li> <li>- Preferably with Accounting Units</li> <li>- Skilled in organizing, filing, and maintaining accurate accounting records for easy retrieval and reference</li> <li>- Ability to reconcile general ledger to ensure accurate financial records</li> <li>- Ensures precision in handling financial data and documents to minimize errors</li> <li>- Ability to review and validate financial reports for consistency and compliance</li> <li>- Knowledgeable in preparing, organizing, and submitting various accounting reports, maintaining subsidiary ledgers, and summarizing cash advances received, liquidated, and balances</li> </ul>	OSDS – Accounting Unit



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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	
5	Administrative Assistant I (Accounting Machine Operator)	OSEC-DECSB-ADAS1-420079-2014  (1)	7	Php 19,365.00	At least 2 years college level	None required	None required	Career Service (Sub-professional) First Level Eligibility	<ul style="list-style-type: none"> <li>- Skilled in identifying and gathering essential data for budget proposal preparation, budget execution documents, and accountability reports</li> <li>- Knowledgeable in reviewing supporting documents for claims, ensuring compliance with budgeting, accounting, and auditing rules and regulations</li> <li>- Capable of providing efficient clerical support in the preparation and organization of budget proposals, ensuring accuracy and timely submission</li> <li>- Knowledgeable in preparing obligation requests for claims, ensuring proper documentation and timely processing</li> <li>- Knowledgeable in preparing clear and accurate reports on budget-related matters for submission to appropriate stakeholders</li> <li>- Adept at providing general administrative support to the Finance Services functions, contributing to the smooth operation of budgeting processes</li> <li>- Strong attention to detail in handling budget-related data, reports, and documentation, ensuring accuracy and adherence to established procedures</li> </ul>	OSDS – Budget Office

**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** and **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;



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- 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 attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755;
- j. Duly accomplished **Authorization for Background Check** using the prescribed form (see Enclosure 5 of this Memorandum).
- k. 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. **Prescribed templates can be retrieved from Division Memorandum No. 002 s. 2025.**

**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 (SG 1-9)	POINTS (SG 10-23, and 27)
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Exam, BEI)	20	20
<b>TOTAL</b>	<b>100</b>	<b>100</b>

Prepared by:

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

Noted:

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