



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 |
|------------------|-------------------------------------|---|---------------------|
| 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 |

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.

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
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Republic of the Philippines
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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.

| 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 |
| 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 |

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 **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



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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:

| Activity | Venue | Schedule | Remarks |
|---|--|--------------------------------|---|
| Publication of vacancy | - | January 9-22, 2025 | 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 |
| 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"> • 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 | 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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Page 1 of 4, Enclosure No. 4 to Division Memorandum No. ____, s. 2025

**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
 FOR VACANT RELATED-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 | Chief Education Program Supervisor | OSEC-DECSB-CES-420093-2014 (1) | 24 | Php 94,132.00 | Master's Degree in Education or other relevant Master's Degree | 24 hours training in management and supervision | 4 years relevant experience in management and supervision | RA 1080 (Teacher) | <ul style="list-style-type: none"> - Expertise in providing guidance for curriculum implementation based on evaluations, research, and benchmarks - Ability to create localized, indigenized, and contextualized curricula suited to local needs - Competence in designing frameworks to monitor and assess curriculum implementation - Skilled in recommending policies for curriculum management, learning delivery, and innovation - Proficient in overseeing localized learning material development and managing learning resource centers - Effective leadership in managing teams, distributing workloads, conducting appraisals, and fostering staff development | Curriculum Implementation Division |



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 REGION VI – Western Visayas
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Page 2 of 4, Enclosure No. 4 to Division Memorandum No. ____, s. 2025

| No. | Position Title | Plantilla Item No./ No. of Position | Salary Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|-------------------------------------|---|--------------|----------------|--|------------------------------|--|--|---|--|
| | | | | | Education | Training | Experience | Eligibility | Competency | |
| 2 | Senior Education Program Specialist | OSEC-DECSB-SREPS-420109-2014 (1) | 19 | Php 53,873.00 | Bachelor's Degree in Education or its equivalent and Completion of Academic Requirements for Master's degree relevant to the job | 8 hours of relevant training | 2 years experience in education, research, development, implementation, or other relevant experience | RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position | <ul style="list-style-type: none"> - Expertise in analyzing research, reports, and HRD needs to create strategies, policies, and plans for schools and learning centers. - Ability to identify and address staff development needs, aligning with individual and group career goals. - Skilled in designing, coordinating, and implementing training and career development programs to enhance staff competencies. - Proficient in managing scholarships, coordinating with institutions, and supporting scholars throughout the process. - Competence in identifying training needs, selecting providers, and organizing effective interventions for staff growth. - Proficient in managing training records, analyzing data, and generating insights to improve HRD effectiveness. - Expertise in implementing welfare programs, leadership development, and succession planning to ensure a positive work environment and organizational continuity. | SGOD – Human Resource Training & Development |



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 REGION VI – Western Visayas
 SCHOOLS DIVISION OF SAGAY CITY

Page 3 of 4, Enclosure No. 4 to Division Memorandum No. ____, s. 2025

| No. | Position Title | Plantilla Item No./ No. of Position | Salary Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|-------------------------------------|---|--------------|----------------|--|------------------------------|--|--|--|---|
| | | | | | Education | Training | Experience | Eligibility | Competency | |
| 3 | Senior Education Program Specialist | OSEC-DECSB-SREPS-420108-2014 (1) | 19 | Php 53,873.00 | Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job | 8 hours of relevant training | 2 years experience in education, research, development, implementation, or other relevant experience | RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position | <ul style="list-style-type: none"> - Ability to create campaigns that raise awareness and gather support for education programs - Skilled in building and maintaining strong relationships with stakeholders for ongoing support - Ability to track and evaluate the progress of resource-supported programs - Proficient in preparing clear reports on program progress and accomplishments to keep stakeholders informed - Knowledgeable in applying policies and guidelines to ensure effective resource mobilization - Ability to conduct research on factors that improve school participation and resource provision - Capable of providing support to schools in mobilizing resources and improving governance | SGOD – Social Mobilization and Networking |

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;
- 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



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Page 4 of 4, Enclosure No. 4 to Division Memorandum No. ____, s. 2025

- 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 Related-Teaching Positions" broken down as follows:

| CRITERIA | POINTS (SG 16-22) | POINTS (SG 24) |
|---|-------------------|----------------|
| Education | 10 | 10 |
| Training | 10 | 10 |
| Experience | 10 | 10 |
| Performance | 20 | 25 |
| Outstanding Accomplishments | 5 | 10 |
| Application of Education | 15 | 10 |
| Application of Learning and Development | 10 | 10 |
| Potential (Written Exam, BEI) | 20 | 15 |
| TOTAL | 100 | 100 |

Prepared by:

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

Noted:

[Signature]
MARK ANTHONY J. TAN, PHD
 OIC, Assistant Schools Division Superintendent
 HRMPSB Chairperson

