



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
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

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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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 ANTONIO 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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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
 FOR VACANT SCHOOL-ADMINISTRATION 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	Head Teacher III – Elementary	OSEC-DECSB-HTEACH3-421917-1998; OSEC-DECSB-HTEACH3-422018-1998; OSEC-DECSB-HTEACH3-421941-1998 (3)	16	Php 41,616.00	Bachelor’s Degree in Elementary Education; or Bachelor’s Degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	Highly Proficient/ Proficient/ Beginning Level on the following competencies based on the PPSH: 1. Leading Strategically 2. Managing School Operations and Resources 3. Focusing on Teaching and Learning 4. Developing Self and Others 5. Building Connections	Valeriana G. Añalucas Integrated School Manara Elementary School Molocaboc Integrated School - Elementary
2	Head Teacher II - Elementary	OSEC-DECSB-HTEACH2-420204-1998 (1)	15	Php 38,413.00	Bachelor’s Degree in Elementary Education; or Bachelor’s Degree with with 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)		Uychiat Elementary School
3	Head Teacher I - Elementary	OSEC-DECSB-HTEACH1-420083-2016; OSEC-DECSB-HTEACH1-420258-1998 (2)	14	Php 35,434.00	Bachelor’s Degree in Elementary Education; or Bachelor’s Degree with with 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		Pacol Elementary School Raynor D. Mesa Elementary School



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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	
4	Head Teacher I – Junior High School	OSEC-DECSB-HTEACH1-420085-2016 (1)	14	Php 35,434.00	Bachelor’s Degree in Secondary Education; or Bachelor’s Degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)	Highly Proficient/Proficient/Beginning Level on the following competencies based on the PPSH: 1. Leading Strategically 2. Managing School Operations and Resources 3. Focusing on Teaching and Learning 4. Developing Self and Others 5. Building Connections	Colonia Divina Integrated 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** 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
- 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.**



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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
TOTAL	100

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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