



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

DIVISION MEMORANDUM
No. 067, s. 2025

JAN 23 2025

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT 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 non-teaching positions listed below.

Category	Position Title	Place of Assignment	No. of Vacant Items
Non-Teaching	Administrative Assistant II	Serafin V. Aguilar Integrated School	1
	Administrative Aide VI (Cashiering Services)	OSDS – Cash Section	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 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 **February 7, 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.depedsagay.com>), and official social media page.

6. For immediate and wide dissemination.


DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure : as stated
Reference : as stated
Allotment : N/A
No. of Pages: 6
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. 067, s. 2025

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

Activity	Venue	Schedule	Remarks
Publication of vacancy	-	January 24 – February 7, 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
Orientation of Applicants	Division Office Conference Room	February 3, 2025 2:00 – 4:30 pm	The schedule and venue for the orientation may be subject to change. A notice with the final details will be disseminated through official memorandum, bulletin boards, and social media pages.
Initial Evaluation against QS	Personnel Section	February 10 – 14, 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 17 – 19, 2024	-
Interview, Written Test and Work Samples Test	HRMPSB Room / Online	February 20, 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 21, 2025	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	February 24, 2025	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	February 25, 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.



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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 Assistant II	OSEC-DECSB-ADAS2-420046-2018 (1)	8	Php 21,448.00	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"> - Computer Literate - Preferably with Accounting Units - Knowledgeable in preparing, organizing, and submitting various inventory reports, maintaining subsidiary ledgers, and summarizing cash advances received, liquidated, and balances - Knowledgeable in preparation and submission of financial documents/reports such as cash advance requests, MOOE utilization reports, and liquidation reports - Knowledgeable in preparing and managing requests for cash advances and the utilization of school MOOE - Can provide administrative and clerical support to senior bookkeepers and other financial personnel, and supervisors, including principals and assistant principals 	Serafin V. Aguilar Integrated School
2	Administrative Aide VI (Cashiering Services)	OSEC-DECSB-ADA6-420106-2014 (1)	6	Php 18,957.00	Completion of 2 years studies in college or high school graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	<ul style="list-style-type: none"> - Computer Literate - Knowledgeable in receiving payments, issuing receipts, maintaining cash books, and preparing daily collection reports with accuracy and attention to detail - Can assist in the preparation and issuance of checks, maintain transaction logs, and reconcile disbursement records with cash books - Knowledgeable in identifying and reporting discrepancies in collections and disbursements, and ensuring proper documentation - Can assist with the preparation of financial reports, including Advice of Checks Issued and Cancelled (ACIC), Advise to Debit Account (ADA), and other related documents - Can assist in the timely submission of cash collection, disbursement, and liquidation reports to support accurate financial reporting - Knowledgeable in organizing and maintaining vouchers, receipts, and financial documents for easy retrieval and compliance with audit requirements 	OSDS – Cash Section



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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 3 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. 001 and No. 017 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)
Education	5
Training	5
Experience	20
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	20
TOTAL	100



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Enclosure No. 3 of Division Memorandum No. 067 s., 2025

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, hereby authorize the Schools Division Office of Sagay City (SDO-Sagay City) to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Sagay City during the background investigation will only be used for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Name and Signature of Applicant

Date: _____

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