



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

FEB 21 2025

DIVISION MEMORANDUM

No. 143, s. 2025

**SELECTION PROCESS FOR TEACHER I APPLICANTS IN THE ELEMENTARY,
 SECONDARY, AND SENIOR HIGH SCHOOL LEVELS FOR SY 2025-2026**

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public and Private Elementary & Secondary School Heads
 All Others Concerned

1. The School Division of Sagay City announces the recruitment and selection process for Teacher applicants in Kindergarten, Elementary, Junior High School, and Senior High School levels for SY 2025-2026.
2. The procedure and criteria for the evaluation of Teacher I applicants shall adhere to **DepEd Order No. 7, s. 2023, Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, as amended by the **DepEd Order No. 021, s. 2024, Amendments to DepEd Order No. 007, s. 2023**, and in accordance with **DepEd Order No. 19, s. 2022, The Department of Education Merit Selection Plan**.
3. Interested applicants shall submit application folders in 2 sets of clear photocopied/printed pertinent documents and upload electronic copies of documents in .pdf format on the online application system using this link: <https://bit.ly/SDOSagayHRMPSB> no later than **March 7, 2025**. It shall be submitted to the elementary, secondary, or senior high school where he/she intends to apply.
4. Attached in the enclosures are the Specific Instructions for Applicants, Indicative Timeline for the Recruitment, Evaluation and Selection Process, Civil Service-Approved Basic Qualification Standard (QS), List of Documentary Application Requirements, Criteria for Evaluation of Points, and Authorization for Background Investigation.
5. 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.
6. Widest and immediate dissemination of this Memorandum is desired.


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 : 8
 To be indicated in the **Perpetual Index** under the following subjects:

HIRING RECRUITMENT SELECTION TEACHERS



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Email Address: sagay.city001@deped.gov.ph



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SPECIFIC INSTRUCTIONS

1. Applicants are advised to use the prescribed colors of application folders:

- Green - Kindergarten
- Blue - Elementary
- Red - Junior High School
- Yellow - Senior High School

2. The front cover of each folder should contain the applicant's name, position applied for, and level (SNEd, Kindergarten, Elementary, Junior High, Senior High School). **Junior High School applicants should indicate their area of specialization. For Senior High School, indicate the Subject Group of the track/strand applied for.** The said "field/subject specialization" **should be the same with the applicant's qualification as indicated in his/her report of LET rating issued by the Professional Regulation Commission.** All documents must be arranged and labeled accordingly with tabbing.

3. To relieve the applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of a document submitted, as required under section 20 of DO 007, s. 2023, **shall no longer be required to be notarized.** The aforesaid document shall henceforth be **required to be sworn before any public officer authorized to administer oath** pursuant to Book I, Chapter 10, Section 41 of EO 292n as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755.

4. Remaining applicants on the current CAR-RQA who will not be appointed during the current school year, including those who did not meet the cut-off score, shall have the option to carry over their CAR-RQA scores and/or update their credentials without undergoing the entire hiring process for the next school year, provided they submit a Letter of Intent to participate in the subsequent hiring process, indicating their decision to carry over their CAR-RQA scores and/or update their documents.



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Indicative Timeline for the Recruitment and Evaluation Activities

Activity	Date, Time, Venue
Briefing of all applicants	February 24, 2025; 9:00 am - 12:00 noon Jose B. Puey Sr. ES
Orientation of School Screening Committees	March 5, 2025 1:30 – 5:00 p.m. Jose B. Puey Sr. ES
Submission of Documents to Schools	February 25-March 7, 2025
Initial Evaluation of Documents by the School Screening Committee	March 10-13, 2025
Submission of Initial Evaluation Results (IER) and corresponding documents to the Personnel Section of this Division	March 14, 2025
Orientation of Division Sub-Committees	March 14, 2025 1:30 – 5:00 p.m. Jose B. Puey Sr. ES
Review of the Initial Evaluation Results (IER)	March 17-21, 2025
Demonstration Teaching	March 24-April 4, 2025
Written Exam (Teacher Reflection)	April 6, 2025 (venue to be determined)
Evaluation and deliberation of documents by the sub-committees	April 7-11, 2025
Preparation of Comparative Assessment Results (CAR)	April 14-25, 2025
Submission of CAR for the SDS Approval	April 28-29, 2025
Publication of the Comparative Assessment of Applicants	April 30, 2025



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**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND
 CRITERIA FOR EVALUATION OF POINTS FOR VACANT TEACHER 1 POSITIONS**

A. Qualification Standards

Position Title	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
			Education	Training	Experience	Eligibility	
Teacher I – Elementary	Salary Grade 11	P30,024.00	Bachelor of Elementary Education or Bachelor's Degree plus 18 professional units in education	None Required	None Required	PBET/LET (RA 1080)	Elementary schools in the Division of Sagay City
Teacher I – Secondary	Salary Grade 11	P30,024.00	Bachelor of Secondary Education or Bachelor's Degree plus 18 professional units in education with appropriate major	None Required	None Required	PBET/LET (RA 1080)	Secondary schools in the Division of Sagay City
Teacher I – Senior High School (Academic)	Salary Grade 11	P30,024.00	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's Degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	Regular Applicants for permanent position: PBET/LET (RA 1080); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for contractual position: None Required Practitioners (part-time only): None Required	SHS within the Division of Sagay City
Teacher I – Senior High School (TVL)	Salary Grade 11	P30,024.00	Bachelor's Degree; or completion of Technical-Vocational Course(s) in the area of specialization	At least NC II *Appropriate to the specialization	None Required	Regular Applicants for permanent position: PBET/LET (RA 1080) if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Regular Applicants for a Contractual Position: None Required Practitioners (part-time only): None Required	SHS within the Division of Sagay City





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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

DANNIE CLARK M. UGUIL, CESE

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

- b. Duly accomplished PDS (CD Form 212, Revised 2017) with Work Experience Sheet
- c. Photocopy of Certificate of Eligibility/Rating/License/ID;
- d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the latest Performance rating covering one (1) year performance, if applicable;
- h. Omnibus Sworn Statement;
- i. Checklist of Requirements using the form (Annex C of DO 7 s. 2023) notarized by authorized official (see attached Enclosure);
i.i Signed by the Administrative Officer of the school where the applicant has applied
- j. Other documents as may be required for comparative assessment:
Means of verification (MOVs) 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.



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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 Non-Teaching Positions" broken down as follows:

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COI (Classroom Observation/Demo Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____

Application Code: _____

Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

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





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Enclosure No. 4 of Division Memorandum No. 143, 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: _____



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