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HRPER-2842

Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

FEB 28 2025


DIVISION MEMORANDUM

No. 163, s. 2025

RECRUITMENT OF APPLICANTS FOR MADRASAH EDUCATION PROGRAM (MEP)
ASATIDZ/TEACHER UNDER CONTRACT OF SERVICE (COS) STATUS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. This Office announces the recruitment and selection of applicants for the Madrasah Education Program (MEP) Asatidz/Teacher position under Contract of Service (COS) status.
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 **March 10, 2025**. Documents are expected to be arranged and labeled accordingly using the sequence found in the enclosures.
4. The required qualification standards, duties and responsibilities, place of assignment, list of documentary requirements, and indicative timeline of the recruitment process for the abovementioned position are attached as Enclosures.
5. Immediate, wide dissemination, and compliance 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 : 3

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

HIRING

RECRUITMENT

SELECTION

FN: WEN-HRPERSONNEL/MEMOS



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Enclosure No. 1 to Division Memorandum No. 163, s. 2025

**INDICATIVE TIMELINE FOR THE RECRUITMENT, EVALUATION, AND SELECTION PROCESS FOR
THE MADRASAH EDUCATION PROGRAM (MEP) AZATIDS/TEACHER
UNDER CONTRACT OF SERVICE (COS)**

Activity	Venue / Personnel Responsible	Schedule	Remarks
Receiving of applications with complete documents	School Head	February 26 – March 7, 2025	-
Conduct of Assessment for qualified applicants and Selection of recommended COS	School Head	March 10, 2025	Assessment of qualified applicants include: <ul style="list-style-type: none">- Review of PDS and Educational Qualifications- Interviews- Other evaluation mechanisms as needed
Preparation of the Authority to Hire, Contract, Terms of Reference (TOR), and other hiring documents	School Head	March 11, 2025	The recommended COS for hiring should sign the TOR and Contract before submission to SDO. However, inform the recommended COS that their application is still subject for approval of the SDS.
Submission of the Authority to Hire, Contract, Terms of Reference (TOR), and other hiring documents for processing by the SDO	School Head	March 12, 2025	-
Processing, evaluation and signing of contract by the appointing authority	SDS / Schools Division Office	March 13, 2025	-



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Enclosure No. 2 to Division Memorandum No. 163, s. 2025

MINIMUM QUALIFICATIONS, DUTIES AND RESPONSIBILITIES, PLACE OF ASSIGNMENT,
SALARY DOCUMENTARY REQUIREMENTS & CRITERIA FOR EVALUATION

A. Minimum Qualifications, Duties and Responsibilities, Place of Assignment, and Salary

Position / No. of Vacant Positions	Madrasah Education Program (MEP) Asatidz/Teacher One (1) position under COS
Minimum Qualifications	<ul style="list-style-type: none">At least high school graduateCan speak Arabic language
Duties and Responsibilities	<ul style="list-style-type: none">Teach/handle MEP classes at least fifteen (15) ALIVE learners per class.Render at least four (4) hours of actual teaching per day or 20 hours per week. However, in the exigency of service, the Asatidz may render beyond 20 hours.Undertake necessary preparations before teaching to ensure quality learning and experience to the ALIVE learners.Adhere to the MEP standards set by DepEd.Submit to the Division ALIVE Coordinator and School Principal the needed reports, for submission to the Regional and National Office.Participate in all other school learning activities.
Place of Assignment	Molocaboc Integrated School and Molocaboc II Elementary School
Salary	Php 12,500.00 per month

B. Documentary Requirements

Application letters should be accompanied by the required documents arranged as follows:

- Letter of Intent addressed to the Schools Division Superintendent
- Personal Data Sheet (PDS) / CSC Form 212 (Revised 2017) with Picture and Notarized with attached Work Experience Sheet if applicable
- Curriculum Vitae (CV)
- Photocopy of Scholastic Record such as but not limited to Transcript of Records and Diploma
- Photocopy of Certificate of Training acquired within the last five (5) years, if applicable
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable
- Photocopy of Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission
- Photocopy of Birth Certificate issued by the Philippine Statistics Authority
- Photocopy of BIR Tax Identification Number (Photocopy of BIR TIN ID)

C. Criteria for Evaluation

The criteria for shown in the table below shall be used in the screening and evaluation process:

CRITERIA	POINTS
Education	10
Training	10
Experience	10
Interview	35
Written Test	35
TOTAL	100