



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

MAR 26 2025

DIVISION MEMORANDUM

No. 229, s. 2025

INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS FOR THE VACANT HEAD TEACHER I (JUNIOR HIGH SCHOOL) POSITION

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

1. Relative to the following Division Memoranda, DepEd Guidelines, and Civil Service Issuances, attached are the Initial Evaluation Results (IER) of the applicants' qualifications vis-à-vis the Civil Service Commission (CSC) approved qualifications standards conducted by the Human Resource Management Officer of this Division:
 - a. **Division Memorandum No. 162, s. 2025:** Recruitment and Selection of Applicants for Vacant Head Teacher Position
 - b. **DepEd Order No. 39, s. 2007:** Modified Qualification Standards for the Positions of Head Teachers and Principals
 - c. **DepEd Order No. 07, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
 - d. **DepEd Order No. 21, s. 2024:** Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)
2. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) will commence the conduct of Evaluative Assessments based on the principles of merit and fitness, and criteria stated in DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" and DepEd Order No. 21, s. 2024 "Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)".
3. Schools shall post copies of the Initial Evaluation Report (IER) in their respective areas of jurisdiction. The IERs are also made available in conspicuous places within the division office, SDO Sagay website (<https://www.depedsagay.com>), and official social media page.
4. It is understood that in the conduct of the recruitment and selection process there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
5. Immediate, wide dissemination, and compliance of this memorandum are desired.


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



Enclosure : Initial Evaluation Results (IER)
 Reference : as stated
 Allotment : N/A
 No. of Pages: 2
 To be indicated in the **Perpetual Index** under the following subjects:

HIRING PROMOTIONS RECRUITMENT SELECTION

FN: WEN-HRPERSONNEL/RSP/IERMEMO



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

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

INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Head Teacher I (Junior High School)
Place of Assignment: Saqay National High School - Junior High School (TLE Department)
Salary Grade: 14
Education: Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization
Training: 24 hours of relevant trainings
Experience: TIC for 1 year, or Teacher for 3 years
Eligibility: RA 1080 (Teacher)

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Date Posted **25 MAR 2025**

Application Code	Education	Training/ Certificates (acquired within the last 5 years and after last promotion, relevant to the school administration position)			Experience (relevant to the school administration position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
HTI-2025014	Master of Arts in Education Major in English (CAR)	Regional Training on Professional Learning Packages of Higher Order Thinking Skills for School Heads	August 27 - 30, 2024	27	Teacher III (Teacher in Charge)	June 4, 2021 - March 12, 2025 (present)	3 years 9 months 9 days	RA 1080 (Teacher)	4.871	Qualified
	Master of Arts in Education with Specialization in Reading (CAR)	Capability Building for Farm School Executive Series 7	September 2 - 4, 2024	24	Teacher III	October 16, 2015 - June 3, 2021	5 years and 7 months			
	BSED Major in English	Regular Review of Farm School Contextualized Curriculum Guides Aligned to the MATATAG Curriculum	September 23 - 27, 2024	40	Teacher II	February 13, 2007 - October 15, 2016	9 years and 8 months			
		Division Capacity Building on the Provisions of RA 11650 for Supervisors and School Heads	September 11 - 13, 2024	24	Teacher I	October 1, 2003 - February 12, 2007	3 years and 4 months			
		Reskilling of the Schools and Division GAD Focal Point System	August 23, 2024	8						
		<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	123						
HTI-2025015	Master of Arts in Teaching Reading (Graduate)	Regional Reading Program Implementation Review	October 6-11, 2024	48	Teacher II (Teacher in Charge)	February 14, 2024 - March 12, 2025 (present)	1 year 27 days	RA 1080 (Teacher)	4.535	Qualified
	BS in Agricultural Technology Major in Animal Science	Capacity Building of School Heads on Strategic Leadership Crafting of Schools AIP and WFP Phase II	August 27-30, 2024	32	Teacher II	August 25, 2023 - February 13, 2024	5 months 19 days			
		Revisiting and Enhancement of School Contingency Plan	June 19-21, 2024	24	Teacher II (Teacher in Charge)	January 3, 2023 - August 24, 2023	7 months 21 days			
		Capacity Building of School Heads on Strategic Leadership Phase 2	June 5-7, 2024	24	Teacher II	June 1, 2017 - January 2, 2023	5 years 7 months			
		<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	128	Teacher I	July 1, 2015 - May 31, 2017	1 year 11 months			
HTI-2025016	Master in Business Administration (Graduate)	TMC I	valid until January 29, 2029	-	Teacher III	January 10, 2025 - March 12, 2025 (present)	2 months 2 days	RA 1080 (Teacher)	4.518	Qualified
	Certificate in Teaching Program	NC II in Cookery	valid until May 24, 2028	316	Teacher II	March 31, 2017 - January 9, 2025	7 years 9 months 9 days			
	BS in Commerce Major in Marketing Management	NC II in Caregiving	valid until November 18, 2026	786	Teacher I	May 15, 2014 - March 30, 2017	2 years 10 months 15 days			
		Total		1102						
HTI-2025017	Master of Science in Agriculture (36 units)	NC II in Animal Production (Swine)	valid until April 5, 2027	306	Teacher III	August 8, 2022 - March 12, 2025 (present)	2 years 7 months 4 days	RA 1080 (Teacher)	4.965	Qualified
	BSED Supplementals	Panaad sa Negros Livestock and Dairy Fair	April 2024	8	Teacher III (Teacher in Charge)	February 8, 2022 - August 7, 2022	6 months			
		Seminar in Profitable Poultry Production, Importance of Swine Raising	April 19, 2024	8	Teacher I (Teacher in Charge)	September 22, 2021 - February 7, 2022	4 months 16 days			
	BS in Agriculture				Teacher I	December 8, 2017 - September 21, 2021	3 years 9 months 13 days			
		Total		322						
HTI-2025018	Master in Education Major in Technology and Home Economics (Graduate)	Training of Trainers on DCP Adoption Program	December 2 - 6, 2024	36	Teacher I	June 27, 2016 - March 12, 2025 (present)	8 years 8 months 14 days	RA 1080 (Teacher)	4.451	Qualified
	BS in Engineering Technology	Basic Graphic Design	May 15 - 19, 2023	40						
		Division Training Workshop on Disaster Preparedness Amidst COVID-19	February 4 - 5, 2021	16						
		Total		92						

Prepared by:

RHODORA D. DESAMPARADO
Administrative Officer IV - Personnel
Human Resource Management Officer II
Date of Initial Evaluation: **25 MAR 2025**