



Republic of the Philippines  
 Department of Education  
 Negros Island Region  
 DIVISION OF SAGAY CITY

MAY 16 2025

**DIVISION MEMORANDUM**

No. 308, s. 2025

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS  
 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 school administration position listed below.

Category	Position Title	Place of Assignment	No. of Vacant Items
Non-Teaching	Administrative Officer I	Bato National High School	1
	Administrative Aide VI (Data Entry Machine Operator)	OSDS – Admin Office	1
	Administrative Aide VI	Curriculum Implementation Division	1
	Administrative Aide VI	OSDS – Personnel Section	1
	Administrative Aide VI	Sagay National High School	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 **June 2, 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 : 8  
 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. 308, s. 2025**

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

<b>Activity</b>	<b>Venue</b>	<b>Schedule</b>	<b>Remarks</b>
Publication of vacancy	-	May 19 – June 2, 2025	Vacancies are published/announced through the following: <ul style="list-style-type: none"> <li>• Division Office Bulletin Board</li> <li>• SDO Sagay Social Media Page</li> <li>• SDO Sagay Official Website</li> <li>• Division Memorandum</li> <li>• Conspicuous places of various schools of SDO Sagay</li> <li>• Civil Service Job Portal</li> </ul>
Orientation of Applicants	Division Office Conference Room	May 21, 2025 2:00 pm – 5:00 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	June 3 - 6, 2025	Initial Evaluation Results (IER) will be posted/announced through the following: <ul style="list-style-type: none"> <li>• Division Office Bulletin Board</li> <li>• SDO Sagay Social Media Page</li> <li>• SDO Sagay Official Website</li> <li>• Division Memorandum</li> <li>• Conspicuous places of various schools of SDO Sagay</li> </ul>
Evaluation & deliberation by the HRMPSB	HRMPSB Room	June 9 – 11, 2025	-
Interview, Written Test and Work Samples Test	HRMPSB Room / Online	June 12 - 13, 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	June 16, 2025	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	June 17, 2025	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	June 18, 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 Officer I	OSEC-DECSB-ADOF1-420120-2004  (1)	10	Php 25,586.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional (Second Level) Eligibility	<ul style="list-style-type: none"> <li>- Knowledgeable in procurement procedures and property management to supervise acquisition, control, and distribution of supplies, equipment, and materials.</li> <li>- Able to conduct accurate inventory and maintain property records for reporting and audit compliance.</li> <li>- Skilled in evaluating and processing property disposal including preparation of necessary reports.</li> <li>- Capable of preparing purchase requisitions, bid advertisements, and emergency purchase orders based on verified needs and market canvassing.</li> <li>- Able to verify deliveries and ensure compliance with quantity and quality specifications as per purchase agreements.</li> <li>- Demonstrates leadership in supervising personnel involved in property, procurement, and logistics operations to ensure efficiency and compliance with policies.</li> <li>- Provides general administrative support to school personnel to ensure smooth daily operations.</li> </ul>	Bato National High School
2	Administrative Aide VI (Data Entry Machine Operator)	OSEC-DECSB-ADA6-420104-2014  (1)	6	Php 18,957.00	Completion of two years studies in college	4 hours relevant training	1 year of relevant experience	Career Service Sub-professional (First Level) Eligibility	<ul style="list-style-type: none"> <li>- Able to effectively manage calendars and schedules for meetings, trainings, and workshops to support administrative operations.</li> <li>- Knowledgeable in accurate records management including routing, tracking, filing, retrieval, archiving, and proper disposal of documents.</li> <li>- Skilled in preparing meeting documentations such as minutes, agendas, and daily attendance logs.</li> <li>- Capable of organizing and encoding office documents and materials to support efficient administrative activities.</li> <li>- Able to coordinate travel, venue, and logistical arrangements for official events and appointments.</li> <li>- Demonstrates strong client service skills in receiving visitors, routing calls, and handling inquiries.</li> <li>- Ensures availability of supplies, petty cash forms, and certificates to support smooth administrative services.</li> </ul>	OSDS – Admin Office



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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
3	Administrative Aide VI	OSEC-DECSB-ADA6-420060-2004  (1)	6	Php 18,957.00	Completion of two years studies in college	4 hours relevant training	1 year of relevant experience	Career Service Sub-professional (First Level) Eligibility	<ul style="list-style-type: none"> <li>- Able to efficiently receive, process, and route personnel applications (e.g. application for leave) in compliance with HR policies.</li> <li>- Skilled in preparing and processing leave applications, special orders, and service credit updates with accuracy and timeliness.</li> <li>- Capable of maintaining an organized filing system to ensure secure and easy retrieval of personnel records.</li> <li>- Knowledgeable in validating and documenting benefit-related requests (e.g. leave monetization) in accordance with existing regulations.</li> <li>- Proficient in handling and updating employee records, including preparation of service records and certificates of employment while maintaining confidentiality.</li> <li>- Demonstrates professionalism in responding to personnel queries and ensuring timely release of requested documents.</li> </ul>	OSDS – Personnel Section
4	Administrative Aide VI	OSEC-DECSB-ADA6-420107-2014  (1)	6	Php 18,957.00	Completion of two years studies in college	4 hours relevant training	1 year of relevant experience	Career Service Sub-professional (First Level) Eligibility	<ul style="list-style-type: none"> <li>- Able to efficiently plan and coordinate office activities, schedules, and events to optimize time and resources.</li> <li>- Knowledgeable in document control procedures including logging, routing, filing, retrieval, and meeting documentation.</li> <li>- Able to provide timely administrative and logistical support during trainings, conferences, and office operations.</li> <li>- Skilled in preparing documents and presentations in both print and digital formats.</li> <li>- Able to manage meeting logistics and coordination tasks such as sending invitations, booking venues, and arranging meals.</li> <li>- Demonstrates effective interpersonal and customer service skills in handling visitors, calls, and stakeholder inquiries.</li> <li>- Capable of arranging and monitoring official travel and accommodation logistics in line with schedules and approvals.</li> </ul>	Curriculum Implementation Division



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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
5	Administrative Aide VI	OSEC-DECSB-ADA6-420113-2004  (1)	6	Php 18,957.00	Completion of two years studies in college	4 hours relevant training	1 year of relevant experience	Career Service Sub-professional (First Level) Eligibility	<ul style="list-style-type: none"> <li>- Able to maintain and organize personnel records (e.g., 201 files) to ensure secure storage and efficient retrieval.</li> <li>- Skilled in receiving, logging, and routing communications accurately and promptly to the appropriate recipients.</li> <li>- Capable of updating leave forms and monitoring attendance using both biometrics and manual tracking systems.</li> <li>- Able to prepare travel orders in compliance with institutional guidelines and timelines.</li> <li>- Proficient in drafting and processing indorsement and transmittal letters with proper documentation and routing procedures.</li> <li>- Provides general administrative support to school personnel to ensure smooth daily operations.</li> </ul>	Sagay National 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;
- 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).



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- 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:

<b>CRITERIA</b>	<b>POINTS</b> for SG 1-9 (Non-General Services)	<b>POINTS</b> for SG 10-22 and 27
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Exam, BEI)	20	20
<b>TOTAL</b>	<b>100</b>	<b>100</b>



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**CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: 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



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**Enclosure No. 3 of Division Memorandum No. 308 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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