



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM
No. 406, s. 2025

JUL 09 2025

RECRUITMENT AND SELECTION OF APPLICANTS FOR THE VARIOUS VACANT
RELATED-TEACHING AND 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
Related-Teaching	Education Program Supervisor (Mathematics)	Curriculum Implementation Division	1
	Senior Education Program Specialist	SGOD – Social Mobilization and Networking	1
Non-Teaching	Nurse II	SGOD – School Health and Nutrition Unit	1
	Project Development Officer I	SGOD – Youth Formation Division	1
	Administrative Officer II	Any Schools within SDO Sagay City	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 the Records Section of 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 **July 25, 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 : 10
To be indicated in the **Perpetual Index** under the following subjects:

HIRING PROMOTIONS RECRUITMENT SELECTION

FN: HRPERSONNEL/RSP/ANNOUNCEMENT OF VACANCIES



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Enclosure No. 1 to Division Memorandum No. 406, s. 2025

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

Activity	Venue	Schedule	Remarks
Publication of vacancy	-	July 10 - 25, 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	July 17, 2025 3:00 – 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	July 28 - 29, 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 HRMP SB	HRMP SB Room	July 30 – 31, 2025	-
Interview, Written Test and Work Samples Test	HRMP SB Room / Online	August 1, 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	HRMP SB Room	August 4, 2025	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	August 5, 2025	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	August 6, 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.



Republic of the Philippines
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 SCHOOLS DIVISION OF SAGAY CITY

Page 1 of 3, Enclosure No. 2 to Division Memorandum No. 406, s. 2025

**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
 FOR VACANT RELATED-TEACHING POSITION**

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	Education Program Supervisor (Mathematics)	OSEC-DECSB-EPSVR-420175-2010 (1)	22	Php 78,162.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (Mathematics)	8 hours of relevant training	2 years as Principal	RA 1080 (Teacher)	<ul style="list-style-type: none"> - Monitor, assess, and improve curriculum implementation while ensuring standards and innovation. - Design, localize, and develop curriculum content and training materials. - Evaluate and enhance instructional strategies and teaching practices. - Develop, assess, and ensure quality learning materials. - Analyze assessments, identify gaps, and recommend policies for improvement. - Provide technical support and collaborate with school leaders for curriculum enhancement. - Conduct research and advocacy for curriculum innovation. 	Curriculum Implementation Division (CID)
2	Senior Education Program Specialist	OSEC-DECSB-SREPS-420109-2014 (1)	19	Php 56,390.00	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation, or other relevant experience	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position	<ul style="list-style-type: none"> - Ability to create campaigns that raise awareness and gather support for education programs. - Skilled in building and maintaining strong relationships with stakeholders for ongoing support. - Ability to track and evaluate the progress of resource-supported programs. - Proficient in preparing clear reports on program progress and accomplishments to keep stakeholders informed. - Knowledgeable in applying policies and guidelines to ensure effective resource mobilization. - Ability to conduct research on factors that improve school participation and resource provision. - Capable of providing support to schools in mobilizing resources and improving governance. 	School Governance and Operations Division (SGOD) – Social Mobilization and Networking



Republic of the Philippines
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NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 2 of 3, Enclosure No. 2 to Division Memorandum No. 406, s. 2025

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 4 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.**



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 3 of 3, Enclosure No. 2 to Division Memorandum No. 406, 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 Related-Teaching Positions" broken down as follows:

CRITERIA	POINTS (for SG 16-23 & SG-27)
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of Learning and Development	10
Potential (Written Exam, BEI)	20
TOTAL	100



Republic of the Philippines
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 NEGROS ISLAND REGION
 SCHOOLS DIVISION OF SAGAY CITY

Page 1 of 3, Enclosure No. 3 to Division Memorandum No. ~~400~~, s. 2025

**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
 FOR VACANT NON-TEACHING POSITION**

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	Nurse II	OSEC-DECSB-NURS2-420052-2021 (1)	16	Php 43,560.00	Bachelor of Science in Nursing	4 hours of relevant training	At least 2 years of relevant experience	RA 1080 (Nursing Licensure Exam)	<ul style="list-style-type: none"> - Able to conduct health assessments and screenings to detect early signs of illness or disability. - Skilled in providing preventive, remedial, and first aid care for emergencies and school health concerns. - Knowledgeable in planning and supporting nutrition programs to meet standards. - Capable of coordinating with health personnel for delivery of services and supplies. - Able to build and strengthen linkages with education partners and stakeholders. - Experienced in health education and advocacy as a resource person in school activities. 	School Governance and Operations Division (SGOD) – School Health and Nutrition Unit
2	Project Development Officer I	OSEC-DECSB-PDO1-420096-2016 (1)	11	Php 30,024.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> - Able to implement and manage youth formation programs aligned with DepEd guidelines. - Highly skilled in preparing official communications and comprehensive program reports. - Experienced in planning and conducting capacity-building activities for advisers and students. - Capable of supporting financial planning for youth formation activities. - Able to build partnerships and draft proposals to sustain program initiatives. 	School Governance and Operations Division (SGOD) – Youth Formation Division



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 3 of 3, Enclosure No. 3 to Division Memorandum No. 406, s. 2025

- j. Duly accomplished **Authorization for Background Check** using the prescribed form (see Enclosure 4 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 (for SG 10-22 & SG-27)
Education	5
Training	10
Experience	15
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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Page 2 of 3, Enclosure No. 3 to Division Memorandum No. 406, s. 2025

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 Officer II	OSEC-DECSB-ADOF2-420023-2019 (1)	11	Php 30,024.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	- Can provide Human Resources Management support to the School Head in HR-related functions such as recruitment and selection, promotion, preparation of ERF, retirement, and application for leaves - Knowledgeable in maintaining and updating personnel records such as 201 files, Daily Time Record, leave credits, and monthly reports (e.g., Form 7) - Knowledgeable in computing, monitoring, and preparation of personnel compensation and benefits - Can facilitate in the procurement process, update and maintain school inventory, and prepare various property and supply reports - Can facilitate in the preparation and submission of financial documents	Any Schools within SDO Sagay City

B. Documentary Requirements

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

- Letter of intent addressed to the Schools Division Superintendent;
- Duly accomplished PDS (CS Form No. 212 Revised 2017) Notarized and **with recent picture/photo** and **with Work Experience Sheet**, if applicable;
- Certificate of License/Eligibility;
- Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- Certificate/s of Training attended and acquired after the last promotion but within the last five (5) years;
- Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- Latest appointment;
- Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission;
- 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;

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
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. 406 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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