



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

JUN 18 2025

**DIVISION MEMORANDUM**

No. 360, s. 2025

DIVISION MEMORANDUM  
 2025

**INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS  
 FOR TECHNICAL ASSISTANT I - SCHOOL SPORTS DIVISION  
 UNDER CONTRACT OF SERVICE STATUS**

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. 307, s. 2025:** Recruitment of Applicants for Technical Assistant I - School Sports Division under Contract of Service (COS) Status
- b. **Division Memorandum OM-OUOPS-2025-09-01512:** Implementing Guidelines for the Hiring for City Schools Division Office Focal Persons/Technical Assistant I Under Contract of Service
- 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. Furthermore, the behavioral events interview (BEI), work samples and written exam, and open ranking for **all qualified applicants** of the following positions will be held at the Division Office Conference Room according to the schedule provided below:

Vacant Position	Place of Assignment	Application Codes	Schedule
Technical Assistant I - School Sports Division	Schools Governance and Operations Division	SSDTA-2025001 and SSDTA-2025002	June 19, 2025 2:00 pm

5. 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.

6. 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:  
 To be indicated in the **Perpetual Index** under the following subjects:

**HIRING RECRUITMENT SELECTION**

FN: HRPSONNEL/ RSP/IERMEMO



**Address:** Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
**Email Address:** [sagay.city001@deped.gov.ph](mailto:sagay.city001@deped.gov.ph)



Republic of the Philippines  
Department of Education  
Negros Island Region  
**DIVISION OF SAGAY CITY**  
**INITIAL EVALUATION RESULT**

**Qualification Standards of the Position**

**Position:** Technical Assistant I - School Sports Division

**Place of Assignment:** SGOD

**Salary:** Php 28,000 (Base Salary); Php 2,800 (Premium)

**Education:** Bachelor's Degree preferably in fields of Education, Physical Education, or Sports

**Training:** At least eight (8) hours of relevant training

**Experience:** At least six (6) months of relevant work experience, preferably in Sports and PE (e.g. teaching and coaching; planning, organizing, and implementation of projects, programs, and activities)

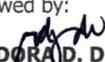
**Eligibility:** None required

Application Code	Education	Training/ Certificates (relevant to the position applied for)	Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Details	Inclusive Dates	Years		
SSDTA-2025001	BS in Information Technology	Completed more than 8 hours of relevant trainings which include:  - Basic Computer Literacy	Job Order Clerk	September 20, 2021 - May 26, 2025 (present)	3 years, 8 months, 6 days	None	<b>Qualified</b>
SSDTA-2025002	BS in Criminology	Completed more than 8 hours of relevant trainings which include:  - 3-Day Division Sprts Training in Various Sports Discipline  - 3-Day Seminar Workshop on Sports Coaching and Officiating for the Different Sports Discipline	Trainer (Coach)  Job Order (Laborer)	September 1, 2024 - May 26, 2025 (present)  April 1, 2020 - July 30, 2023	8 months, 25 days  3 years, 3 months, 29 days	Civil Service Eligibility (Fire Officer Examination)	<b>Qualified</b>
SSDTA-2025003	BS in Entertainment and Multimedia Computing (78 units - Undergraduate)	Completed more than 8 hours of relevant trainings which include:  - Training Workshop for Secondary School Heads and SGC on the Roll-Out of School Governance Council Functionality  - DepEd Sagay Sports Fest	Office Staff (Contract of Service)  Office Staff	August 20, 2020 - September 2, 2023  May 7, 2018 - June 19, 2020	3 years, 13 days  2 years, 1 month, 12 days	None	<b>Disqualified</b> *non-compliant with the required QS for Education
SSDTA-2025004	Bachelor of Physical Education	Completed more than 8 hours of relevant trainings which include:  - Advance Computer Course	None submitted	-	-	Licensed Professional Teacher	<b>Disqualified</b> *non-compliant with the required QS for Experience
SSDTA-2025005	Bachelor of Physical Education	Completed more than 8 hours of relevant trainings which include:  - Computer Skills Development Training: Improving Classroom Learning Through ICT  - Seminar on Educational Innovation and Pedagogies for Teachers of MAPEH Major	Substitute Teacher  Senior High School Teacher	September 30, 2024 - December 31, 2024  November 1, 2023 - January 15, 2024	3 months, 1 day  2 months, 15 days	Licensed Professional Teacher	<b>Disqualified</b> *non-compliant with the required QS for Experience

Prepared by:

  
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Reviewed by:

  
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Administrative Officer IV  
Human Resource Management Officer II

Date of Initial Evaluation: 17 JUN 2025

Date Posted: 17 JUN 2025