



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

DIVISION MEMORANDUM

No. 367, s. 2025

**RECRUITMENT AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE SUPPORT
STAFF II FOR DISASTER-PREPAREDNESS PROGRAMS, PROJECTS, AND
ACTIVITIES 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 **Administrative Support Staff II** position under **Contract of Service (COS)** status to assist in Disaster-Preparedness programs, projects, and activities.
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 **July 4, 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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MINIMUM QUALIFICATIONS, DUTIES AND RESPONSIBILITIES, PLACE OF ASSIGNMENT,
SALARY, DOCUMENTARY REQUIREMENTS, CRITERIA FOR EVALUATION
AND INDICATIVE TIMELINE FOR THE RECRUITMENT OF
ADMINISTRATIVE SUPPORT STAFF II (DRRM)

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

| Work Category / Position | Education | Training | Experience | Rate | Place of Assignment | Terms of Reference |
|---------------------------------|--|------------------------------|-------------------------------|--|--|---|
| Administrative Support Staff II | Completion of at least two years in college; or Senior High School Graduate with relevant specialization | 8 hours of relevant training | 1 year of relevant experience | Base: Php 20,000.00 Premium: Php 2,000.00 | Schools Division Office of Sagay City - SGOD | Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures. |

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; if applicable
- 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 within the last five (5) years;
- f. Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- g. Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission; and
- h. 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.
- i. Photocopy of Birth Certificate issued by the Philippine Statistics Authority
- j. Photocopy of BIR Tax Identification Number (Photocopy of BIR TIN ID)



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C. Criteria for Evaluation

Evaluation of applicants shall be based or adopted from the criteria stipulated in DepEd Order No. 7, s. 2023 “Guidelines on Recruitment, Selection, Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions” broken down as follows:

| CRITERIA | POINTS |
|---|------------|
| Education | 5 |
| Training | 10 |
| Experience | 15 |
| Performance | 20 |
| Outstanding Accomplishments | 10 |
| Application of Education | 10 |
| Application of Learning and Development | 10 |
| Potential | 20 |
| Total | 100 |

D. Indicative Timeline for the Recruitment, Evaluation, and Selection Process

| Activity | Venue / Personnel Responsible | Schedule | Remarks |
|--|--|------------------------|--|
| Receiving of applications with complete documents | Records Section | June 23 – July 4, 2025 | - |
| Initial evaluation of applicants vis-à-vis the qualification standards | HRMO | July 7 – 8, 2025 | - |
| Conduct of Assessment for qualified applicants and selection of recommended COS | HRMPSB / Schools Division Superintendent | July 9, 2025 | Assessment of qualified applicants include: <ul style="list-style-type: none">- Evaluation of application documents submitted- Interviews- Other evaluation mechanisms as needed |
| Preparation of the Authority to Hire, Contract, Terms of Reference, and other hiring documents | HRMO | July 10 – 11, 2025 | The recommended COS for hiring should sign the Contract before submission to the SDO. However, the recommended COS worker must be informed that their application/contract is still subject for approval of the SDS. |
| Processing, evaluation and signing of contract by the appointing authority | Schools Division Superintendent | July 14, 2025 | The COS worker shall be in-charge of having the signed contract notarized and thereafter submitted to the HRMO. |