



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

JUL 30 2025

DIVISION MEMORANDUM

No. 454, s. 2025

RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS VACANT HIGHER TEACHING POSITIONS IN ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL

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 higher teaching positions listed below.

Level	Vacant Teaching Positions	Place of Assignment	No. of Vacant Items
Elementary	Master Teacher II	Elementary Schools within SDO Sagay	2
	Master Teacher I	Elementary Schools within SDO Sagay	1
Junior High School	Master Teacher I	Eusebio Lopez Memorial IS – JHS (Filipino Dept.)	1
		Sagay National HS – JHS (TLE Dept.) Sagay National HS – JHS (Social Science Dept.)	2
	Teacher III	Vito National High School – JHS	1
	Teacher III	Bulanon Farm School	1
	Teacher II	Sagay National HS – JHS	1
Senior High School	Master Teacher I (Academic)	Senior High Schools within SDO Sagay	1
	Teacher III (Academic)	Senior High Schools within SDO Sagay	4
	Teacher II (Academic)	Senior High Schools within SDO Sagay	2


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/SDOSagayHRMPSE> not later than **August 11, 2025**. Documents are expected to be arranged and labeled accordingly using the sequence found in the enclosures.

4. Attached in the enclosures are the following:
- Indicative timeline for the recruitment, evaluation, and selection process
 - Civil Service-Approved Basic Qualification Standards (QS) and DepEd preferred QS of the vacant teaching positions
 - General Guidelines on the Submission of Applications
 - List of Documentary Requirements
 - Point System for Comparative Assessment

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 : 11
To be indicated in the **Perpetual Index** under the following subjects:

HIRING PROMOTIONS RECRUITMENT SELECTION

FN: RSP/ANNOUNCEMENT OF VACANCIES



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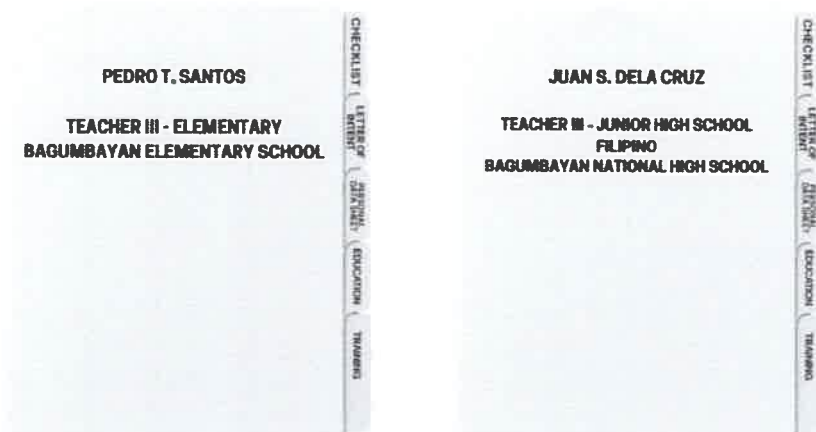
GENERAL GUIDELINES FOR THE SUBMISSION OF APPLICATIONS

In adherence to DepEd Order No. 20, s. 2024 “Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions”, this Office shall adopt and implement the following provisions for the submission of applications:

SUBMISSION AND RECEIPT OF APPLICATIONS

1. All interested applicants shall submit **2 sets of PHOTOCOPIED** documentary requirements to the Records Section of this Division on or before the deadline stated in this Memorandum. Each set of these documents shall be enclosed in a white folder and must be properly labelled using side tabbings.
 - a. The cover of the folder shall bear the following:
 - Name of the Applicant
 - Position applied for
 - Level and Subject Area
 - Present Station/School
 - b. The Side Tabbing labels shall include Checklist and Authorization, Letter of Intent, Personal Information, Education, Training, Experience and Performance.

Illustrative Example:



2. No documents shall be accepted after the deadline unless required by the HRMPSB for further validation.
3. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be ground for appropriate disciplinary action.
4. Applicants shall be provided with Application Code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results. The Application Code shall be used in posting of the Initial Evaluation Results and Comparative Assessment Results. Any personal information of the applicant shall be concealed in accordance with R.A. No. 10173 (Data Privacy Act of 2012).



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LIST OF DOCUMENTARY REQUIREMENTS

All applicants shall submit their documentary requirements arranged as follows:

A. Checklist of Requirements with Omnibus Sworn Statement and Authorization for Background Check

- Duly accomplished 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.
- Duly accomplished Authorization for Background Check using the prescribed form

B. Letter of Intent

- Letter of intent addressed to the Schools Division Superintendent containing the following information:
 - i. Statement of purpose/expression of interest
 - ii. Specific position the applicant intends to apply
 - iii. Learning Area/Subject group for JHS and SHS

C. Personal Information

- Duly accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) with recent picture and Work Experience Sheet
- Photocopy of Voter's ID or any proof of residency
- Photocopy of valid and updated PRC License/ID

D. Education

- 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

E. Training

- Photocopy of certificate/s of relevant specialized trainings or professional development programs acquired within the last 5 years and after the last promotion
- For applicants in the Senior High School – TechPro, Photocopy of valid TESDA National Certificate (NC) and Trainers Methodology Certificate (TMC) relevant to the learning area applied for

F. Experience

- Photocopy of duly signed and updated Service Record
- Photocopy of latest appointment

G. Performance Rating

- Photocopy of approved Individual Performance Commitment and Review Form (IPCRF) Parts I-IV for the last **three rating periods** (SY 2022-2023, SY 2023-2024, and SY 2024-2025)



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

Activity	Venue	Schedule	Remarks
Publication of vacancy	-	July 30 – August 11, 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	TBA	TBA	A notice with the final details of the schedule for orientation of applicants will be disseminated through official memorandum, bulletin boards, and social media pages.
Initial Evaluation against QS and Performance Requirements	Personnel Section	August 12 – 15, 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 of the HRMPSB and Assessors Team on Education, Training, Experience, and Performance	Division Office Conference Room	August 18 – 29, 2025	-
Conduct of Classroom Observation for COI Criteria	TBA		-
Conduct of Portfolio Assessment and Behavioral Events Interview (BEI) for NCOI Criteria			-
Final deliberation & evaluation of the Comparative Assessment Report	HRMPSB Room	September 1, 2025	-
Submission to the SDS for approval of the Comparative Assessment Report	Office of the SDS	September 2, 2025	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	September 3, 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 AND PERFORMANCE REQUIREMENTS FOR THE VACANT HIGHER TEACHING POSITIONS IN ELEMENTARY

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards				Performance Requirements		Place of Assignment
					Education	Training	Experience	Eligibility	COI	NCOI	
1	Master Teacher II (Elementary)	OSEC-DECSB-MTCHR2-421413-1998 OSEC-DECSB-MTCHR2-421648-1998 (2)	19	Php 56,390.00	Master's Degree in Education or Educational Leadership, or Educational Management, or relevant subject/ learning area	24 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher)	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding	Elementary Schools within SDO Sagay City
2	Master Teacher I (Elementary)	OSEC-DECSB-MTCHR1-420041-2012 (1)	18	Php 51,304.00	Master's Degree in Education or Educational Leadership, or Educational Management, or relevant subject/ learning area	24 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III	5 years teaching experience	RA 1080 (Teacher)	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding	Elementary Schools within SDO Sagay City



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QUALIFICATION STANDARDS AND PERFORMANCE REQUIREMENTS FOR THE VACANT HIGHER TEACHING POSITIONS IN JUNIOR HIGH SCHOOL

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards				Performance Requirements		Place of Assignment
					Education	Training	Experience	Eligibility	COI	NCOI	
1	Master Teacher I (Secondary)	OSEC-DECSB-MTCHR1-420365-2020 OSEC-DECSB-MTCHR1-420050-2014 OSEC-DECSB-MTCHR1-420526-2017 (3)	18	Php 51,304.00	Mater's degree in Education, or Educational Leadership, or Educational Management or relevant subject or learning area (TLE/Filipino/ Social Science)	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III	5 years teaching experience	RA 1080 (Teacher)	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding	Eusebio Lopez Memorial Integrated School – JHS (Filipino Dept.) Sagay National High School (TLE & Social Science Dept.)
2	Teacher III (Secondary)	OSEC-DECSB-TCH3-434585-1998 OSEC-DECSB-TCH3-423491-2024 (2)	13	Php 34,421.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080 (Teacher)	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory	Vito National High School Bulanon Farm School
3	Teacher II (Secondary)	OSEC-DECSB-TCH2-429230-1998 (1)	12	Php 32,245.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080 (Teacher)	At least 6 proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory	Sagay National High School



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QUALIFICATION STANDARDS AND PERFORMANCE REQUIREMENTS FOR THE VACANT HIGHER TEACHING POSITIONS IN SENIOR HIGH SCHOOL

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards				Performance Requirements		Place of Assignment
					Education	Training	Experience	Eligibility	COI	NCOI	
1	Master Teacher I (SHS – Academic)	OSEC-DECSB-MTCHR1-420048-2016 (1)	18	Php 51,304.00	Master’s Degree in relevant strand/subject plus 18 professional units in Education or Master’s degree in relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III	5 years experience in teaching or industry work in relevant strand/subject	RA 1080 (Teacher)	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding	Senior High Schools within SDO Sagay City
2	Teacher III (SHS - Academic)	OSEC-DECSB-TCH3-420415-2016 OSEC-DECSB-TCH3-420417-2016 OSEC-DECSB-TCH3-420413-2016 OSEC-DECSB-TCH3-420402-2016 (4)	13	Php 34,421.00	Bachelor’s degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor’s degree with at least 12 units towards Master’s degree in relevant strand/subject plus 18 units of professional units in Education or	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years experience in teaching or industry work in relevant strand/subject	RA 1080 (Teacher)	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory	Senior High Schools within SDO Sagay City



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QUALIFICATION STANDARDS AND PERFORMANCE REQUIREMENTS FOR THE VACANT HIGHER TEACHING POSITIONS IN SENIOR HIGH SCHOOL

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards				Performance Requirements		Place of Assignment
					Education	Training	Experience	Eligibility	COI	NCOI	
2	Teacher III (SHS - Academic)	Continuation from Page 3			Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject.						
3	Teacher II (SHS - Academic)	OSEC-DECSB-TCH2-420509-2016 OSEC-DECSB-TCH2-423099-2017 (2)	12	Php 32,245.00	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education or Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in relevant strand/subject	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA 1080 (Teacher)	At least 6 proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory	Senior High Schools within SDO Sagay City



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POINT SYSTEM FOR COMPARATIVE ASSESSMENT

In adherence to DepEd Order No. 20, s. 2024 "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions", the weight allocation or point system for each criterion is detailed below:

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Assessment and BEI)	15
Total	100

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: 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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(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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