



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

JUL 31 2025

DIVISION MEMORANDUM

No. 456, s. 2025

**RECRUITMENT AND SELECTION OF APPLICANTS FOR SENIOR HIGH SCHOOL (SHS)
 TEACHER I – TECHPRO POSITION WITH SPECIALIZATION IN
 AUTOMOTIVE SERVICING FOR SY 2025-2026**

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public and Private Elementary & Secondary School Heads
 All Others Concerned

1. In response to the shortage of qualified **Senior High School (SHS) Teacher I** applicants with specialization in **Technical Professional (TechPro) Track – Automotive Servicing**, as evidenced in the Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA) for SY 2025–2026 posted on May 30, 2025, this Office hereby announces the commencement of another round of recruitment and selection process for the said position pursuant to the following guidelines:

- a. **DepEd Order No. 19, s. 2022:** The Department of Education Merit Selection Plan
- b. **DepEd Order No. 007, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
- c. **DepEd Order No. 021, s. 2024:** Amendments to DepEd Order No. 007, s. 2023 “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”
- d. **DepEd Order No. 019, s. 2025:** Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions

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

HIRING RECRUITMENT SELECTION

FN: HRPERSONNEL/ RSP/ ANNOUNCEMENT OF VACANCIES



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Email Address: sagay.city001@deped.gov.ph



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Enclosure No. 1 to Division Memorandum No. 456, s. 2025

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

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	Division Office Conference Room	TBA	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	August 12-13, 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
Assessment of Education, Training, Experience, and LET Rating	HRMPSB Room	August 14, 2025	-
Conduct of Teacher Reflection Form (TRF) for Non-Classroom Observable Indicator (NCOI) Criteria	Division Office Conference Room	August 15, 2025 10:00 am	
Conduct of Demonstration Teaching for Classroom Observable Indicator (COI) Criteria	Sagay National High School	TBA	
Open Ranking System	HRMPSB Room	August 20, 2025	-
Final deliberation & evaluation of the result of ranking	HRMPSB Room	August 22, 2025	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	August 26, 2025	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	August 27, 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 SENIOR HIGH SCHOOL TEACHER I - TECHPRO 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	
1	Teacher I (Senior High School Teacher I – TechPro Track)	OSEC-DECSB-TCH1-421107-2025 (1)	11	Php 30,024.00	Bachelor’s Degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor’s Degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education or Bachelor’s Degree relevant to the area of specialization; or any Bachelor’s Degree plus completion of technical-vocational course(s) in the area of specialization	National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization (Automotive Servicing)	None required	RA 1080 (Teacher) for permanent appointments None required for provisional and contractual appointments but must pass the LET within 5 years after the date of first hiring*	Sagay National High School – Senior High School

*A provisional appointment may be given to an applicant to teaching positions in SHS who meets all the requirements of the position except the Eligibility; but only in the absence of a SHS teacher applicant in the CAR-RQA who meets the minimum qualifications of the position. A separate CAR-RQA shall be prepared for non-LET applicants, and it shall only be used in the absence of LET-eligible applicant with appropriate specialization.

B. Documentary Requirements

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

- a. Letter of intent stating the position to be applied, 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/Rating, 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. NC II Certificate issued by the TESDA and other Certificate/s of Training attended within the last five (5) years;



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- f. Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- g. 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;
- h. Duly accomplished **Authorization for Background Check** using the prescribed form (see Enclosure 3 of this Memorandum).

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 to Teacher I Positions" broken down as follows:

CRITERIA	Maximum Points Possible
Education	10
Training	10
Experience	10
PBET/LET/LEPT Rating	10
PPST COIs (Classroom Observation/Demonstration Teaching)	35
PPST NCOIs (Teacher Reflection)	25
TOTAL	100



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Enclosure No. 3 of Division Memorandum No. 456 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: _____



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Email Address: sagay.city001@deped.gov.ph

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