



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

Aug 28, 2025

**DIVISION MEMORANDUM**

No. **520**, s. 2025

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS VACANT HIGHER TEACHING POSITIONS IN JUNIOR 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
Junior High School	Teacher III (Secondary)	Old Sagay National High School	1
Senior High School	Teacher II (SHS-TechPro)	Any Senior High School in 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, indigenouse 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 **September 10, 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 : 8  
 To be indicated in the **Perpetual Index** under the following subjects:

**HIRING                      PROMOTIONS                      RECRUITMENT                      SELECTION**

FN: RSP/ANNOUNCEMENT OF VACANCIES



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



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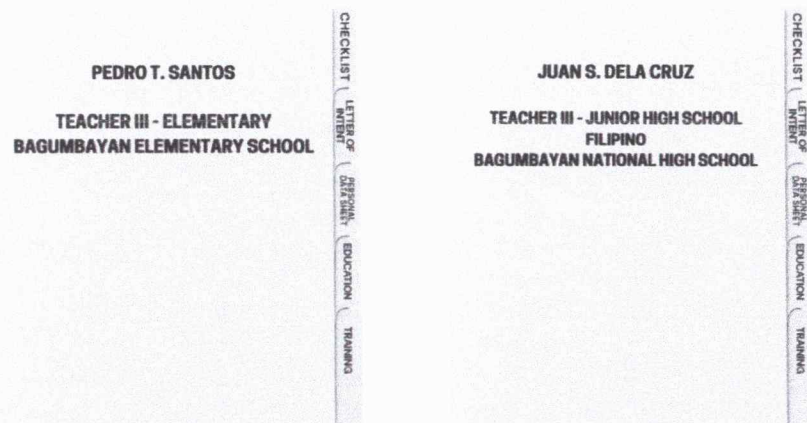
### GENERAL GUIDELINES FOR THE SUBMISSION OF APPLICATIONS

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:

<b>Activity</b>	<b>Venue</b>	<b>Schedule</b>	<b>Remarks</b>
Publication of vacancy	-	August 27 – September 10, 2025	Vacancies are published/announced through the following: <ul style="list-style-type: none"> <li>• Division Office Bulletin Board</li> <li>• SDO Sagay Social Media Page</li> <li>• SDO Sagay Official Website</li> <li>• Division Memorandum</li> <li>• Conspicuous places of various schools of SDO Sagay</li> <li>• Civil Service Job Portal</li> </ul>
Orientation of Applicants	Division Office Conference Room	September 4, 2025; 2:00 pm	The schedule and venue for the orientation may be subject to change. A notice with the final schedule and details will be disseminated through official communications, bulletin boards, and social media pages.
Initial Evaluation against QS and Performance Requirements	Personnel Section	September 10-12, 2025	Initial Evaluation Results (IER) will be posted/announced through the following: <ul style="list-style-type: none"> <li>• Division Office Bulletin Board</li> <li>• SDO Sagay Social Media Page</li> <li>• SDO Sagay Official Website</li> <li>• Division Memorandum</li> <li>• Conspicuous places of various schools of SDO Sagay</li> </ul>
Evaluation of the HRMPSB and Assessors Team on Education, Training, Experience, and Performance	Division Office Conference Room	September 15 – 26, 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 29, 2025	-
Submission to the SDS for approval of the Comparative Assessment Report	Office of the SDS	September 30, 2025	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	October 1, 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, PERFORMANCE REQUIREMENTS, AND CRITERIA FOR EVALUATION FOR  
VACANT HIGHER TEACHING POSITIONS IN JUNIOR AND SENIOR HIGH SCHOOL**

**A. Qualification Standards and Performance Requirements**

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	Teacher III (Secondary)	OSEC-DECSB-TCH3-421018-2022  (1)	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	Old Sagay National High School
2	Teacher II (Senior High School – TechPro)	OSEC-DECSB-TCH2-420529-2016  (1)	12	Php 32,245.00	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 <b>and</b> Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080 (Teacher)	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory	Any Senior High School in SDO Sagay City



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**B. Criteria for Evaluation**

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
<b>Total</b>	<b>100</b>



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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: \_\_\_\_\_



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

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 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 highest human resource officer			
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 deadline of submission, 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT****CERTIFICATION OF 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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.