



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

Sep 02, 2025

DIVISION MEMORANDUM
 No. 529, s. 2025

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS VACANT
 NON-TEACHING POSITIONS**

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 non-teaching positions listed below.

Category	Position Title	Place of Assignment	No. of Vacant Items
Non-Teaching	Dentist II	SGOD – School Health & Nutrition Unit	1
	Project Development Officer I	Clustered Schools within SDO Sagay City	1
	Administrative Officer IV	OSDS – Procurement Unit	1
	Administrative Officer II	OSDS – Procurement Unit	1
	Legal Assistant I	OSDS – Legal Office	1
	Administrative Assistant III	OSDS – Personnel Section	3
		OSDS – Budget Office	1
	Administrative Assistant II	Clustered Schools within SDO Sagay City	5
		Clustered Schools within SDO Sagay City	1
		Bato National High School	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, 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/SDOSagayHRMPSB> 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 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.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 : 9
 To be indicated in the **Perpetual Index** under the following subjects:

HIRING PROMOTIONS RECRUITMENT SELECTION

FN: HRPERSOANEL/RSP/ANNOUNCEMENT OF VACANCIES



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

Activity	Venue	Schedule	Remarks
Publication of vacancy	-	August 27 – September 10, 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	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	Personnel Section	September 10-12, 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 & deliberation by the HRMPSB	HRMPSB Room	September 15-16, 2025	-
Interview, Written Test and Work Samples Test	HRMPSB Room / Online	September 17-19, 2025	The schedule for interviews, written test, work samples test, and open ranking may be subject to change. An official notice with the final details will be sent to qualified applicants at least one day prior to the scheduled date.
Open Ranking System			
Final deliberation & evaluation of the result of ranking	HRMPSB Room	September 22, 2025	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	September 23, 2025	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	September 24, 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 NON-TEACHING POSITIONS**

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	Competency	
1	Dentist II	OSEC-DECSEB-DENT2-420007-2017 (1)	17	Php 47,247.00	Doctor of Dental Medicine	4 hours of relevant training	At least 1 year of relevant experience	RA 1080 (Dentist)	- Able to develop, design, implement, evaluate, monitor, and report various dental health programs and policies that will benefit all learners - Able to establish and maintain partnerships and agreements with other agencies and stakeholders to support dental and nutrition programs of the SDO	SGOD – School Health and Nutrition Unit
2	Project Development Officer I	OSEC-DECSEB-PDO1-420063-2023 (1)	11	Php 30,024.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional (Second Level Eligibility)	- Able to facilitate the overall preparation and conduct of programs, projects, and activities in the school - Can effectively communicate with concerned school and division personnel for required support, resources, and documentary requirements - Knowledgeable in preparing reports and provide basic analysis of data related to the implementation of programs, projects and activities - Able to assist in mobilizing the support of the school community and other stakeholders in implementing programs	Clustered Schools within SDO Sagay City



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No.	Position Title	Plantilla Item No./No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
3	Administrative Officer IV	OSEC-DECSB-ADOF4-420015-2025 (1)	15	Php 40,208.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	CS Professional (Second Level Eligibility)	<ul style="list-style-type: none"> - Preferably has background in public administration, business management/administration, or law - Preferably has at least 2 years experience in the conduct of procurement functions - Preferably completed the DepEd Procurement Professionalization Program - Able to assist end-user units in preparing and consolidating procurement documents and procurement plans - Skilled in overseeing procurement processes, posting advertisements, preparing bidding documents, and ensuring compliance with procurement laws and policies - Proficient in tracking procurement activities, ensuring compliance with timelines, and reporting to oversight agencies - Maintains accurate procurement records, bid documents, resolutions, contracts, and reports for audit and compliance 	OSDS – Procurement Unit
4	Administrative Officer II	OSEC-DECSB-ADOF2-421035-2025 (1)	11	Php 30,024.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional (Second Level Eligibility)	<ul style="list-style-type: none"> - Preferably has at least 1 year experience in the conduct of procurement functions - Preferably completed the DepEd Procurement Professionalization Program - Able to assist in procurement planning, including consolidation of PPMPs, APP preparation, and coordination with the BAC Secretariat - Skilled in organizing and preparing procurement documents (e.g., bid notices, quotations, contracts) and facilitating BAC meetings and bidding - Proficient in administering procurement contracts, ensuring compliance with financial, legal, and technical requirements - Experienced in coordinating with end-users and finance units for acceptance of goods/services and timely payment processing - Competent in maintaining procurement databases, market price updates, and records management to support transparency and compliance 	OSDS – Procurement Unit



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No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
5	Legal Assistant I	OSEC-DECSB-LEA1- 420014-2025 (1)	10	Php 25,586.00	Bachelor's Degree	None required	None required	CS Professional (Second Level Eligibility)	- Preferably with at least 18 units of LLB - Able to research laws, rules, jurisprudence, and prepare legal correspondences and case documents - Skilled in maintaining case files, databases, and filing systems for accessibility, security, and compliance - Able to manage meetings, trainings, and other legal matters and activities efficiently - Capable of consolidating reports on child protection, school site documentation, and other legally required submissions - Provides clerical assistance, prepares clearances/certifications, and handles inquiries, calls, and visitors professionally	OSDS – Legal Office
6	Administrative Assistant III	OSEC-DECSB-ADAS3- 420321-2017 OSEC-DECSB-ADAS3- 420074-2018 OSEC-DECSB-ADAS3- 420070-2018 (3)	9	Php 23,226.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional) First Level Eligibility	- Able to efficiently receive, process, and route personnel and payroll matters in compliance with HR policies - Skilled in preparing and processing leave applications, special orders, and service credit updates with accuracy and timeliness - Demonstrates professionalism in responding to personnel queries and ensuring timely release of requested documents	OSDS – Personnel Section
7	Administrative Assistant III	OSEC-DECSB-ADAS3- 420073-2018 (1)	9	Php 23,226.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional) First Level Eligibility	- Able to provide clerical support in the preparation of budget proposals and approval of obligation requests - Can act as Liaison Officer to the DBM, NEDA, and other oversight bodies - Able to respond to budget queries by referring to appropriate documents and references - Knowledgeable of the budgeting, accounting, and auditing rules and regulations	OSDS – Budget Office



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No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
8	Administrative Assistant III	OSEC-DECSB-ADAS3-420316-2017 OSEC-DECSB-ADAS3-420101-2014 OSEC-DECSB-ADAS3-420100-2014 OSEC-DECSB-ADAS3-420076-2018 OSEC-DECSB-ADAS3-420072-2018 (5)	9	Php 23,226.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	- Preferably with Accounting Units - Proficient in financial recording and accounting systems for accurate documentation of MOOE and downloaded funds. - Able to validate, verify, and ensure completeness of supporting documents related to cash advances, liquidations, and other financial transactions. - Skilled in the preparation, consolidation, and timely submission of financial reports in compliance with policies and deadlines.	Clustered Schools within SDO Sagay City
9	Administrative Assistant II	OSEC-DECSB-ADAS2-420300-2017 OSEC-DECSB-ADAS2-420073-2018 (2)	8	Php 21,448.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	- Preferably with Accounting Units - Ensures organization and precision in handling financial data, accounting records, and documents to minimize errors - Ability to review and validate financial reports for consistency and compliance - Knowledgeable in preparing, organizing, and submitting various accounting reports, maintaining subsidiary ledgers, and summarizing cash advances received, liquidated, and balances	Clustered Schools within SDO Sagay City Bato National High School

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;



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- 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 after the last promotion but within the last five (5) years;
- f. Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- g. Latest appointment;
- h. Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission;
- i. 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;
- j. Duly accomplished **Authorization for Background Check** using the prescribed form (see Enclosure 3 of this Memorandum).
- k. 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. **Prescribed templates can be retrieved from Division Memorandum No. 001 and No. 017 s. 2025.**

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 and Promotion to Non-Teaching Positions" broken down as follows:

CRITERIA	POINTS (for SG 1-9 Non-General Services)	POINTS (for SG 10-22 & SG-27)
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Exam, BEI)	20	20
TOTAL	100	100



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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: _____

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