



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

FEB 04 2026

DIVISION MEMORANDUM

No. 070, s. 2026

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS VACANT
NON-TEACHING AND PRINCIPAL I (ELEMENTARY) 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 and related-teaching positions listed below.

Category	Position Title	Place of Assignment	No. of Vacant Items
Non-Teaching	Administrative Officer V	OSDS-Admin Services	1
	Administrative Assistant II	District 1C-Bulanon Elementary School	1
		District 3C-Maquiling Elementary School	1
	Administrative Aide VI	OSDS	1
School Administration	School Principal I	Any Elementary School within SDO Sagay	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 **February 13, 2026**. 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 : 10
To be indicated in the **Perpetual Index** under the following subjects:

HIRING PROMOTIONS RECRUITMENT SELECTION

FN: HRPSONNEL/RSP/ANNOUNCEMENT OF VACANCIES



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



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Enclosure No. 1 to Division Memorandum No. 01 s. 2026

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

Activity	Venue	Schedule	Remarks
Publication of vacancy	-	February 2, 2026 – February 13, 2026	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
Initial Evaluation against QS	Personnel Section	February 16 – 20, 2026	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	February 23 – 24, 2026	-
Interview, Written Test and Work Samples Test Open Ranking System	Division Office Conference Room / Online	February 25 – 27, 2026	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.
Final deliberation & evaluation of the result of ranking	HRMPSB Room	March 2, 2026	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	March 3, 2026	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	March 4, 2026	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	Administrative Officer V	OSEC-DECSB-ADOF5-420049-2004 (1)	18	Php 53,818.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	-Implementing and monitoring administrative guidelines and issuances from the Central Office, Regional Office, and government oversight agencies, as well as recommending relevant policies for the Schools Division Office (SDO) - Includes reviewing and approving personnel documents and actions - Providing inputs as a member of the Personnel Selection Board, and certifying compliance with civil service requirements. - Oversees the preparation of annual and administrative reports, records management, financial reports, and procurement plans, ensuring alignment with budget policies. - Manages office facilities, infrastructure development, and service contracts, including janitorial services. -Responsible for budget preparation, staff professional development - Conducting regular management and staff meetings to ensure effective communication, coordination, and operational efficiency.	OSDS-Admin Services



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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	
2	Administrative Assistant II	OSEC-DECSB-ADAS2-420369-2016 OSEC-DECSB-ADAS2-420378-2016 (2)	8	Php 22,423.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	-Computer Literate -Preferably with Accounting Units -Skilled in organizing, filing, and maintaining accurate accounting records for easy retrieval and reference -Ability to reconcile general ledger to ensure accurate financial records -Ensures precision in handling financial data 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	District 1C-Bulanon Elementary School District 3C-Maquiling Elementary School
3	Administrative Aide VI	OSEC-DECSB-ADA6-420105-2014 (1)	6	Php 19,716.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	- Able to effectively manage calendars and schedules for meetings, trainings, and workshops to support administrative operations. - Knowledgeable in accurate records management including routing, tracking, filing, retrieval, archiving, and proper disposal of documents. - Skilled in preparing meeting documentations such as minutes, agendas, and daily attendance logs. - Capable of organizing and encoding office documents and materials to support efficient administrative activities. - Able to coordinate travel, venue, and logistical arrangements for official events and appointments. - Demonstrates strong client service skills in receiving visitors, routing calls, and handling inquiries. - Ensures availability supplies, petty cash forms, and certificates to support smooth administrative services.	OSDS



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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 2025) Notarized and **with recent picture/photo** and **with Work Experience Sheet**, if applicable;
- c. Certificate of License/Eligibility;
- 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 5 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 Non-General Services)
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10



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CRITERIA	POINTS (for SG 1-9 Non-General Services)	POINTS (for SG 10-22 Non-General Services)
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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Page 1 of 2, Enclosure No. 3 to Division Memorandum No. QD, s. 2025

**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR VACANT SCHOOL ADMINISTRATION 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	School Principal I	OSEC-DECSB-SP1-420894-2010 (1)	19	Php 59,153.00	Master's degree in Education, or Educational Management or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of any training in any cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080 Principal's Test/ NQESH/ NASH Passer	Highly Proficient/Proficient/Beginning Level on the following competencies based on the PPSH: 1. Leading Strategically 2. Managing School Operations and Resources 3. Focusing on Teaching and Learning 4. Developing Self and Others 5. Building Connections	Any Elementary School within SDO Sagay

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 2025) Notarized and **with recent picture/photo** and **with Work Experience Sheet**, if applicable;
- c. Certificate of License/Eligibility;
- 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;



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- 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 5 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 Related-Teaching Positions” broken down as follows:

CRITERIA	POINTS (for SG 16-23 and SG 27)
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of Learning and Development	10
Potential (Written Exam, BEI)	20
TOTAL	100

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

Name of Applicant: _____
 Position Applied For: _____
 Office: Department of Education – SDO Sagay City
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: to be filled in by the SDO

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 2025) 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:			
Photocopy of proof of residency shown by any two valid documents such as Philippine National ID, Barangay Certificate, or TIN ID			
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: _____
 School Administrative 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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Enclosure No. 5 to Division Memorandum No. 070 s., 2026

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