



HVP-12 - 223

Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

JAN 21 2022

DIVISION MEMORANDUM

No. 031, s. 2022

ANNOUNCEMENT OF VACANT POSITIONS

TO: OIC, Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Teacher In-Charge/Officer In-Charge
Administrative Officer V
All Concerned

1. The field is hereby informed that this office will now accept application for the positions listed below.
2. The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.
3. Interested applicants are advised to hand in their applications addressed to the Schools Division Superintendent of this office c/o Ma. Leah Linda S. Tan, Admin. Officer IV – Personnel not later than **January 31, 2022**.
4. Applicants must also register online: <http://www.depedsagay.com/joinus>. For those applicants who need assistance in registering online, please feel free to visit the Personnel Section.
5. Hereunder are the Qualification Standards for the positions.

Position	No. of Positions	Salary Grade	Education	Experience	Training	Eligibility	Other Requirements	Area of Assignment
Administrative Assistant III (Level I position)	1	9	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service-Sub Professional Eligibility	Computer Literate/ preferably with units in accounting	Vito NHS
Administrative Assistant II (Level I position)	1	8	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service-Sub Professional Eligibility	Computer Literate/ preferably with units in accounting	Colonia Divina IS

6. Evaluation of Applicants shall be based on the criteria of DepEd Order # 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" broken down as follows:


CRITERIA	POINTS	
	Level I	Level II
Performance	35	30
Experience	5	10
Outstanding Accomplishment	5	20
Education	10	15
Training	10	10

Potential	15	5
Psycho-social attributes	20	10
<i>TOTAL</i>	<i>100</i>	<i>100</i>

7. Application letters should be accompanied by the required documents arranged as follows:
- a. Application Letter and Resume
 - b. Performance Rating for the last three (3) rating periods duly approved by authorized personnel
 - c. Service Record, Appointment or Certificate of Employment (experience must be relevant to the duties and functions of the position applied)
 - d. Certificate of Recognition for Outstanding/Meritorious Accomplishments/Innovation/Research and Development/Authorship/Resource Speakership in Training/Seminar
 - e. Transcript of Record
 - f. Certificates of Trainings Attended
 - g. Chairmanship/ Co-chairmanship in Technical/Planning Committees
 - h. Certificate of Eligibility/ Certificate of Board Rating
8. Please submit papers in three (3) folders, (Folder 1 - original copy, Folder 2 & 3 - photocopies).
9. Applicants are requested to make sure that their documents are complete and submitted on time. Documents submitted after the deadline will no longer be accepted.
10. The timeline for the recruitment, evaluation and selection process are indicated below:

<i>Activity</i>	<i>Venue</i>	<i>Schedule</i>
Receiving of applications w/ complete supporting documents	Records Section	January 20-January 31, 2022
Initial Evaluation against QS	Personnel Section	February 1-4, 2022
Evaluation & deliberation by the HRMPSB	Conference Room	February 7-11, 2022
Interview of Applicants	Conference Room/Virtual	February 14-15, 2022
Final deliberation & evaluation of the result of ranking	Conference Room	February 16-17, 2022
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	February 18, 2022
Posting of result	SDO Bulletin Board & Website	February 21, 2022

11. For wide dissemination.


ARLENE G. BERMEJO, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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