



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

DIVISION MEMORANDUM

No. 586, s. 2022

NOV 22 2022

ANNOUNCEMENT OF VACANT POSITIONS

TO: 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

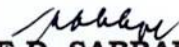
1. The field is hereby informed that this office will now accept application for the positions listed below.
2. The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.
3. Interested applicants 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 **December 6, 2022**.
4. Applicants must also register online: <https://www.depedsagay.com/>. 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.

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Additional Qualifications	
1.	Administrative Assistant II (Level 1 position)	OSEC-DECSB-ADAS2-420378-2016 (1)	8	18,998.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service-Sub Professional Eligibility	Computer Literate	Bulanon Farm School-Senior High School
2.	Administrative Assistant III (Level 1 position)	OSEC-DECSB-ADAS3-420320-2017 (1)	9	20,402.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service-Sub Professional Eligibility	Computer Literate	Office of the Schools Division Superintendent

6. Application letters should be accompanied by the required documents arranged as follows:
- a. Application Letter and Personal Data Sheet (CS Form No. 212, Revised 2017)
  - 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/innovations/Research and Development/ Authorship/Resource Speakership in Training/Seminar
  - e. Transcript of Records
  - f. Certificates of Training Attended
  - g. Chairmanship/ Co-chairmanship in Technical/Planning Committees
  - h. Certificate of Eligibility/ Certificate of Board Rating
7. Please submit papers in three (3) folders (Folder 1 - original copy, Folder 2 & 3 - photocopies).
8. 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.
9. The timeline for the recruitment, evaluation and selection process are indicated below:

Activity	Venue	Schedule
Receiving of applications w/ complete supporting documents	Records Section	November 22-December 6, 2022
Initial Evaluation against QS	Personnel Section	December 7-8, 2022
Evaluation & deliberation by the HRMPSB	Conference Room	December 9, 2022
Interview of Applicants	Conference Room/Virtual	December 12 2022
Final deliberation & evaluation of the result of ranking	Conference Room	December 13, 2022
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	December 14, 2022
Posting of result	SDO Bulletin Board & Website	December 15, 2022

10. For wide dissemination.

  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:

RECRUITMENT                      SELECTION                      PERSONNEL



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