



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

## ANNOUNCEMENT

Please be informed that DepEd-Division of Sagay City is now accepting applications for **Administrative Assistant III (Sagay NHS)**.

Position Title	No. of Position	Salary Grade	Level	QUALIFICATION STANDARDS					
				EDUCATION	Relevant Experience	Relevant Training	Eligibility	Other Requirements	Area of Assignment
Administrative Assistant III	1	9	1	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional Eligibility	Computer Literate	Sagay NHS

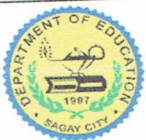
The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.

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
Performance	35
Experience	5
Outstanding Accomplishment	5
Education	10
Training	10
Potential	20
Psycho-social attributes	15
<b>TOTAL</b>	<b>100</b>

Deadline for acceptance of applications will be on **January 22, 2021** c/o Ms. Rhodora D. Desamparado, OIC, Administrative Officer IV-Personnel and must be accompanied by the required documents arranged in the following order and in two folders: (1) folder for original copies and (2) folder for photocopies:

- Application Letter and Resume
- Performance Rating for the last Three (3) rating periods duly approved by authorized personnel
- Service Record, Appointment or Certificate of Employment (experience must be relevant to the duties and functions of the position applied)
- Certificate of Recognition for Outstanding/Meritorious Accomplishments/Innovation/Research and Development/Authorship/Resource Speakership in Training/Seminar
- Transcript of Record
- Certificates of Trainings Attended
- Chairmanship/ Co-chairmanship in Technical/Planning Committees
- Certificate of Eligibility/ Certificate of Board Rating



**Address:** Quezon Street, Poblacion I, Sagay City, Negros Occidental  
**Telephone No:** (034) 722-36-78; 722-21-95  
**Email Address:** sagay.city001@deped.gov.ph



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Interested applicants are advised to hand in or send through courier/ e-mail their applications to:

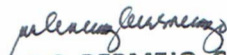
**ARLENE G. BERMEJO, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent  
DepEd – Division of Sagay City  
Quezon St., Pob. I, Sagay City, Negros Occidental.  
[sagaycity.hr@deped.gov.ph](mailto:sagaycity.hr@deped.gov.ph)

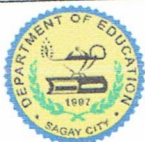
Applicants must also register online: <http://www.depedsagay.com/joinus>. For those applicants who need assistance in registering online, please feel free to visit the Personnel Section.

The timeline for the recruitment, evaluation and selection process are indicated below.

ACTIVITY	VENUE	SCHEDULE
Receiving & pre evaluation of applications w/ complete supporting documents against QS.	HR and Records Section	Deadline: January 22, 2021
Evaluation & deliberation by the HRMP SB	Office of the AO V-Admin. Services	January 26, 2021
Interview of applicants	Office of the AO V-Admin. Services	January 29, 2021
Final deliberation & evaluation of the result of ranking	Office of the AO V-Admin. Services	February 3, 2021
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	February 5, 2021
Posting of result	SDO Bulletin Board and Website	February 8, 2021

*Applications with incomplete documents shall not be entertained.*

  
**ARLENE G. BERMEJO, CESO VI**  
Assistant Schools Divisions Superintendent  
OIC, Office of the Schools Divisions Superintendent



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