



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 the following positions in the Division Office and schools within the Division of Sagay City.

| Position | No. of Position/ Item Number | Salary Grade | Level | Qualification Standards | | | | | |
|-----------------------------|--|--------------|-------|---|-------------------------------|------------------------------|---|---|--|
| | | | | Education | Relevant Experience | Relevant Training | Eligibility | Other Requirements | Area of Assignment |
| Administrative Assistant II | ADAS2-420074-2018 ADAS2-420081-2014 ADAS2-420380-2016 ADAS2-420376-2016 ADAS2-420299-2017 ADAS2-420046-2018 ADAS2-420296-2017 ADAS2-420298-2017 ADAS2-420371-2016 ADAS2-420082-2014 ADAS2-420045-2018 ADAS2-420372-2016 | 8 | 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/ preferably with units in accounting | Eusebio Lopez MIS; S.V. Aguilar IS; SNHS-Rizal Ext.-SHS; OSDS/Schools within Division of Sagay City |
| Administrative Aide VI | ADA6-420113-2004 | 6 | 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 | 15 |
| Psycho-social attributes | 20 |
| TOTAL | 100 |

Deadline for acceptance of applications will be on **June 1, 2021** c/o Ms. Ma. Leah Linda S. Tan, 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:

- 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

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
 Sagay City, Negros Occidental. sagaycity.hr@deped.gov.ph

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


ARLENE G. BERMEJO, CESOVI
 Assistant Schools Divisions Superintendent
 OIC, Office of the Schools Divisions Superintendent



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