



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.

Position Title	No. of Position/Item Number	Salary Grade	Level	QUALIFICATION STANDARDS					
				EDUCATION	Relevant Experience	Relevant Training	Eligibility	Other Requirements	Area of Assignment
<b>Administrative Officer II</b>	2 ADOF2-420162-2016 ADOF2-420163-2016	11	2	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2 <sup>nd</sup> Level Eligibility	Computer Literate	Sagay City SHS & Bulanon NHS

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

These positions are tasked with personnel administration, property custodianship and other duties and functions that may be assigned by the head of office/school head/principal of the units/schools where they will be deployed.

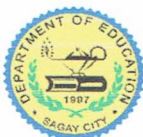
Evaluation of Applicants shall be based on the criteria of DepEd Order # 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" broken down as follows:

CRITERIA	POINTS
	Level II
Performance	30
Experience	10
Outstanding Accomplishment	20
Education	15
Training	10
Potential	10
Psycho-social attributes	5
<b>TOTAL</b>	<b>100</b>

Deadline for acceptance of applications will be on **February 17, 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 (1) 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 for the last 3 years not credited in last promotion (at least 3 days of training/seminar)
- g. Chairmanship/ Co-chairmanship in Technical/Planning Committees
- h. Certificate of Eligibility/ Certificate of Board Rating.

Previous applicants for Administrative Officer II may request for retention or submit additional documents for updating of points.



**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)

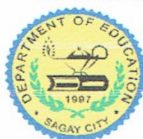
Applicants must also register online: <http://www.depedsagay.com/joinus> . For those applicants who need assistance in registering online, please feel free to visit the Personnel Section.

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	February 3-17, 2021
Evaluation & deliberation by the HRMPSB	Office of the AO V-Admin. Services	February 18-24, 2021
Interview of applicants	Office of the AO V-Admin. Services	February 25, 2021
Final deliberation & evaluation of the result of ranking	Office of the AO V-Admin. Services	March 1, 2021
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	March 2, 2021
Posting of result	SDO Bulletin Board and Website	March 4, 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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