



Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

MAY 20 2021

ANNOUNCEMENT

Please be informed that DepEd-Division of Sagay City is now accepting applications for the following position in the school 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 III	1/ OSEC-DECSB- ADAS3- 420001-2007	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/ preferably with units in accounting	Bato 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 4, 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 three folders: one folder for original copies and two folders for photocopies:

- a. Application Letter and Resume
- b. Performance Rating for the last three 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, CESO VI
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent



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