



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

ANNOUNCEMENT

Please be informed that this office will now accept applications for the positions listed below.

Position	No. of Positions	Education	Experience	Training	Eligibility	Other Requirements	Area of Assignment
Administrative Assistant II (Level I Position)	2	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service-Sub Professional Eligibility	Computer Literate	Col. Divina IS-SHS Bulanon NHS-SHS
Administrative Officer II (Level II Position)	14	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Computer Literate	OSDS/ Schools within Division of Sagay City

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

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 **November 10, 2021**.

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.

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	Level II
Performance	35	30
Experience	5	10
Outstanding Accomplishment	5	20
Education	10	15
Training	10	10
Potential	15	5
Psycho-social attributes	20	10
<i>TOTAL</i>	<i>100</i>	<i>100</i>

Application letters should be accompanied by the required documents arranged as follows:


- 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

Please submit papers in three (3) folders, (Folder 1 - original copy, Folder 2 & 3 - photocopies).

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.

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

<i>Activity</i>	<i>Venue</i>	<i>Schedule</i>
Receiving of applications w/ complete supporting documents	Records Section	October 26- November 10, 2021
Initial Evaluation against QS	Personnel Section	November 11-25, 2021
Posting of Qualified Applicants	SDO Bulletin Board & Website	November 26-Dec. 10, 2021
Evaluation & deliberation by the HRMPSB	Conference Room	December 13, 2021
Interview of Applicants	Conference Room/Virtual	December 14, 2021
Final deliberation & evaluation of the result of ranking	Conference Room/Virtual	December 15, 2021
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	December 16, 2021
Posting of result	SDO Bulletin Board & Website	December 17, 2021


ARLENE G. BERMEJO, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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