



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

ANNOUNCEMENT

The field is hereby informed that this office will now accept applications for the positions listed below.

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Additional Qualifications	
1.	Administrative Assistant II	OSEC-DECSB-ADAS2-420082-2014 (1)	8	Php 19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service-Sub Professional Eligibility	Computer Literate	OSDS Accounting Unit
2.	Administrative Assistant II	OSEC-DECSB-ADAS2-420046-2018 (1)	8	Php 19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service-Sub Professional Eligibility	Computer Literate Preferably with Accounting Units	Serafin V. Aguilar Integrated School
3.	Administrative Assistant III	OSEC-DECSB-ADAS3-420076-2018 (1)	9	Php 21,211.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service-Sub Professional Eligibility	Computer Literate Preferably with Accounting Units	OSDS Accounting Unit

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



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Email Address: sagay.city001@deped.gov.ph

Interested applicants are advised to hand in their applications addressed to the Schools Division Superintendent of this office c/o Mr. Ma. Leah Linda S. Tan, Admin. Officer IV – Personnel not later than **January 17, 2024**.

Applicants must also register online: <https://tinyurl.com/sdosagay-applyhere>. For those applicants who need assistance in registering online, please feel free to visit the Personnel Section.

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

- a. Letter of intent addressed to the Head of Office, or highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212 Revised 2017) with Work Experience Sheet, if applicable;
- c. Valid and updated PRC License/Rating;
- d. Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- e. Certificate/s of Trainings acquired after the last promotion but within the last five (5) years;
- f. Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- g. Latest appointment;
- h. Performance Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission; and
- i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the form (Annex C of DO 7 s. 2023) notarized by authorized official (see attached Enclosure);
- j. Means of verification (MOVs) showing **outstanding accomplishments** (i.e. awards and recognition, research and innovation, subject matter expert/membership in national technical working groups or committees, resource speakership/learning facilitation, NEAP accredited learning facilitator); **application of education** (i.e. Action Plan, Accomplishment Report, Certification of Utilization/Adoption); and **application of learning and development** (i.e. action plan/re-entry action plan, job embedded learning, accomplishment report with certification that the intervention was used) reckoned from the date of last issuance of appointments.

Please submit papers in three (3) folders: **(1) folder for original copies** and **(2) folders for photocopies**, properly arranged and labelled per criterion.

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:

Activity	Venue	Schedule
Receiving of applications w/ complete supporting documents	Records Section	January 2-17, 2024
Initial Evaluation against QS	Personnel Section	January 18-22, 2024
Evaluation & deliberation by the HRMPSB	Conference Room	January 23-24, 2024
Interview of Applicants	Conference Room/Virtual	January 25, 2024
Final deliberation & evaluation of the result of ranking	Conference Room	January 26, 2024
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	January 29, 2024
Posting of result	SDO Bulletin Board & Website	January 30, 2024


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent