

Republic of the Philippines

Department of Education

NEGROS ISLAND REGION

SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM
No. 0728, s. 2026

OCT 22 2026

RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS VACANT SCHOOL
ADMINISTRATION, RELATED TEACHING, AND NON-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public and Private Elementary & Secondary School Heads
All Others Concerned

1. The field is hereby informed that this Office will now accept applications for the following school administration, related-teaching, and non-teaching positions listed below.

Category	Position Title	Place of Assignment	No. of Vacant Items
School Administration	School Principal I	Schools within SDO Sagay City	1
Related Teaching	Education Program Specialist II-Monitoring & Evaluation	School Governance and Operations Division	1
	Education Program Specialist II-Human Resource Development	School Governance and Operations Division	1
Non-Teaching	Administrative Assistant III	Office of the Schools Division Superintendent	1
		OSDS-Accounting Unit	1
		Schools within SDO Sagay City	3
		Eusebio Lopez Memorial Integrated School	1
		Bato National High School	1
	Administrative Assistant II	Senior High School within SDO Sagay City	1
		Bulanon Farm School	1
	Administrative Aide VI	Curriculum Implementation Division	1
		Office of the Schools Division Superintendent	3

2. Interested applicants are invited to hand in their applications addressed to the Schools Division Superintendent and enclose **1 set of clear photocopied/printed** pertinent documents to the Records Section of this division not later than **November 4, 2026**. Documents are expected to be arranged and labeled accordingly using the sequence found in the enclosures.
3. Attached in the enclosures are the indicative timeline for the recruitment, evaluation, and selection process, a list of vacant positions and the corresponding Civil Service-Approved Basic Qualification Standards (QS) and DepEd preferred QS, List of Documentary Application requirements, and Criteria for Evaluation of Points.
4. Schools shall post copies of the Announcement of Vacancies in their respective areas of jurisdiction. The announcements are also made available in conspicuous places within the division office, SDO Sagay website (<https://www.depedsagay.com>), and official social media page.
5. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliation or other personal circumstances.
6. For immediate and wide dissemination.



DANNIE CLARK M. UGUIL, CESO VI

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent



Enclosure : as stated
Reference : as stated
Allotment : N/A
No. of Pages : 15
To be indicated in the **Perpetual Index** under the following subjects:
HIRING PROMOTIONS RECRUITMENT SELECTION
FN: HRPERSONNEL/RSP/ANNOUNCEMENT OF VACANCIES



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 1 to Division Memorandum No. 728 2026

Indicative timeline for the recruitment, evaluation, and selection process for the above-mentioned position:

Activity	Venue	Schedule	Remarks
Publication of vacancy	-	October 21, 2026 – November 4, 2026	Vacancies are published/announced through the following: • Division Office Bulletin Board • SDO Sagay Social Media Page • SDO Sagay Official Website • Division Memorandum • Conspicuous places of various schools of SDO Sagay • Civil Service Job Portal
Initial Evaluation against QS	Personnel Section	November 9- November 11, 2026	Initial Evaluation Results (IER) will be posted/announced through the following: • Division Office Bulletin Board • SDO Sagay Social Media Page • SDO Sagay Official Website • Division Memorandum • Conspicuous places of various schools of SDO Sagay
Evaluation & deliberation by the HRMPSB	HRMPSB Room	November 12- 13, 2026	-
Interview, Written Test and Work Samples Test	Division Office Conference Room / Online	November 16- 19, 2026	The schedule for interviews, written test, work samples test, and open ranking may be subject to change. An official notice with the final details will be sent to qualified applicants at least one day prior to the scheduled date.
Open Ranking System			
Final deliberation & evaluation of the result of ranking	HRMPSB Room	November 23, 2026	-
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	November 24, 2026	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	November 25, 2026	Results of the comparative assessment will be released through a Division Memorandum and posted on SDO and Schools Bulletin Board, SDO Website and other conspicuous places.



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 1 of 3, Enclosure No. 2 to Division Memorandum No. 0728, s. 2026

**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR VACANT REALTED TEACHING POSITIONS**

A. Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Education Program Specialist II-Monitoring & Evaluation	OSEC-DECSB-EPS2-420119-2014 (1)	16	Php 45,694.00	Bachelor's degree in Education or it's equivalent	4 hours of relevant training	2 years experience in education. Research, development, implementation or other relevant experience	Career Service (Professional) Second Level Eligibility	- Ability to gather and analyze data on curriculum, school planning, and program implementation for quality assurance and continuous improvement. - Skill in collecting, validating, and supporting the use of assessment tools and strategies aligned with national frameworks. - Competence in verifying school compliance with accreditation and operational standards through documentation and validation processes. - Proficiency in preparing M&E reports on school performance, resource distribution, and achievement data. - Capacity to assist in conducting action research to identify effective practices and inform decision-making	School Governance and Operations Division
2	Education Program Specialist II – Human Resource Development	OSEC-DECSB-EPS2-420120-2014 (1)	16	Php 45,694.00	Bachelor's degree in Education or it's equivalent	4 hours of relevant training	2 years experience in education. Research, development, implementation or other relevant experience	Career Service (Professional) Second Level Eligibility	- Gathers and uses HR data to support planning and decision-making. - Designs and manages context-based training and development activities. - Identifies staff development needs and assists in creating growth plans. - Supports the administration and monitoring of scholarship programs. - Aids in succession planning and manages employee exit processes. - Assesses and supports programs on welfare, rewards, and recognition.	School Governance and Operations Division



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

0728
Page 2 of 3, Enclosure No. 2 to Division Memorandum No. __, s. 2026

B. Documentary Requirements

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

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished PDS (CS Form No. 212 Revised 2025) and **with recent picture/photo** and **with Work Experience Sheet**, if applicable;
- c. Certificate of License/Eligibility;
- 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 Training attended and 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 of performance in the current/latest position prior to the deadline of submission;
- 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 attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755;
- j. Duly accomplished **Authorization for Background Check** using the prescribed form (see Enclosure 5 of this Memorandum).
- k. Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, 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. **Prescribed templates can be retrieved from Division Memorandum No. 001 and No. 017 s. 2025.**



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

0728
Page 2 of 3, Enclosure No. 2 to Division Memorandum No. ___, s. 2026

C. Criteria for Evaluation

Evaluation of Applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 “Guidelines on Recruitment, Selection, and Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to Related Teaching Positions” broken down as follows:

CRITERIA	POINTS (for SG 16-23 an SG-27))
Education	10
Training	10
Experience	10
Performance	20
Outstanding Accomplishments	5
Application of Education	15
Application of Learning and Development	10
Potential (Written Exam, BEI)	20
TOTAL	100



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 1 of 5, Enclosure No. 3 to Division Memorandum No. 0728 s. 2026

QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR VACANT NON-TEACHING POSITIONS

D. Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Administrative Assistant III	OSEC-DECSB-ADAS3-420319-2017 OSEC-DECSB-ADAS3-420317-2017 OSEC-DECSB-ADAS3-420079-2018 OSEC-DECSB-ADAS3-420002-2007 OSEC-DECSB-ADAS3-420001-2007 (5)	9	Php 24,329.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	- Preferably with Accounting Units - Proficient in financial recording and accounting systems for accurate documentation of MOOE and downloaded funds. - Able to validate, verify, and ensure completeness of supporting documents related to cash advances, liquidations, and other financial transactions. - Skilled in the preparation, consolidation, and timely submission of financial reports in compliance with policies and deadlines.	Schools within SDO Sagay City Eusebio Lopez Memorial Integrated School Bato National High School



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 2 of 5, Enclosure No. 3 to Division Memorandum No. 0728 s. 2026

QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR VACANT NON-TEACHING POSITIONS

Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
2	Administrative Assistant III	OSEC-DECSB-ADAS3-420071-2018 (1)	9	Php 24,329.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	- Ensures the accuracy and completeness of recorded financial transactions, journal vouchers, adjusting entries, trial balances, and financial statements. - Prepares account schedules, reconciliations, and monthly income and expenditure reports to maintain accurate and updated accounting records. - Drafts financial and bookkeeping-related correspondence and recommends actions based on CO Finance issuances and oversight agency guidelines. - Recommends improvements to accounting procedures and reviews, revises, and provides feedback on the work of accounting and bookkeeping staff. - Monitors the proper understanding and implementation of accounting policies and procedures by SDOs, schools, and learning centers.	OSDS-Accounting Unit
3	Administrative Assistant III	OSEC-DECSB-ADAS3-420099-2014 (1)	9	Php 24,329.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	-Received, routed and tracked documents addressed to the SDS -Created and maintained a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. -Ensured security of office equipment and availability of office supplies in the SDS Office -Received/routed phone calls and respond to clients inquiries at SDS Office -Assisted visitors/staff/ stakeholders visiting the SDS office using the implemented SMILE (Serbisyon Mabilis/Maayos Ialay Lagi sa Edukasyon) policy	Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 3 of 5, Enclosure No. 3 to Division Memorandum No. 0728, s. 2026

QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR VACANT NON-TEACHING POSITIONS

Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
4	Administrative Assistant II	OSEC-DECSB-ADAS2-420379-2016 OSEC-DECSB-ADAS2-420302-2017 (2)	8	Php 22,423.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	- Preferably with Accounting Units - Proficient in financial recording and accounting systems for accurate documentation of MOOE and downloaded funds. - Able to validate, verify, and ensure completeness of supporting documents related to cash advances, liquidations, and other financial transactions. - Skilled in the preparation, consolidation, and timely submission of financial reports in compliance with policies and deadlines.	Senior High School within SDO Sagay City Bulanon Farm School
5	Administrative Aide VI	OSEC-DECSB-ADA6-420107-2014 (1)	6	Php 19,710.00	Completion of 2 years studies in college or high school graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	- Able to efficiently plan and coordinate office activities, schedules, and events to optimize time and resources. - Knowledgeable in document control procedures including logging, routing, filing, retrieval, and meeting documentation. - Able to provide timely administrative and logistical support during trainings, conferences, and office operations. - Skilled in preparing documents and presentations in both print and digital formats. - Able to manage meeting logistics and coordination tasks such as sending invitations, booking venues, and arranging meals. - Demonstrates effective interpersonal and customer service skills in handling visitors, calls, and stakeholder inquiries. - Capable of arranging and monitoring official travel and accommodation logistics in line with schedules and approvals.	Curriculum Implementation Division



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 4 of 5, Enclosure No. 3 to Division Memorandum No. 0728, 2026

QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR VACANT NON-TEACHING POSITIONS

Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
6	Administrative Aide VI	OSEC-DECSB-ADA6-420061-2004 OSEC-DECSB-ADA6-420103-2014 OSEC-DECSB-ADA6-420059-2004 (3)	6	Php 19,710.00	Completion of 2 years studies in college or high school graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	- Able to maintain and organize personnel records (e.g., 201 files) to ensure secure storage and efficient retrieval. - Skilled in receiving, logging, and routing communications accurately and promptly to the appropriate recipients. - Capable of updating leave forms and monitoring attendance using both biometrics and manual tracking systems. - Able to prepare travel orders in compliance with institutional guidelines and timelines. - Proficient in drafting and processing indorsement and transmittal letters with proper documentation and routing procedures. - Provides general administrative support to school personnel to ensure smooth daily operations.	Office of the Schools Division Superintendent

E. Documentary Requirements

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

- Letter of intent addressed to the Schools Division Superintendent;
- Duly accomplished PDS (CS Form No. 212 Revised 2025) and **with recent picture/photo** and **with Work Experience Sheet**, if applicable;
- Certificate of License/Eligibility;
- Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- Certificate/s of Training attended and acquired after the last promotion but within the last five (5) years;
- Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- Latest appointment;
- Performance Rating in the last rating period covering one (1) year of performance in the current/latest position prior to the deadline of submission;
- 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 attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755;



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 5 of 5, Enclosure No. 3 to Division Memorandum No. **0728**, s. 2026

- u. Duly accomplished **Authorization for Background Check** using the prescribed form (see Enclosure 5 of this Memorandum).
- v. Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, 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. **Prescribed templates can be retrieved from Division Memorandum No. 001 and No. 017 s. 2025.**

F. Criteria for Evaluation

Evaluation of Applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 “Guidelines on Recruitment, Selection, and Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions” broken down as follows:

CRITERIA	POINTS (for SG 1-9 Non-General Services)	POINTS (for SG 10-22 Non-General Services)
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Exam, BEI)	20	20
TOTAL	100	100



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 1 of 3, Enclosure No. 4 to Division Memorandum No. **0728**, 2026

**QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS
FOR VACANT SCHOOL ADMINISTRATION POSITIONS**

A. Qualification Standards

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	School Principal I	OSEC-DECSB-SP1-420909-2010 (1)	19	Php 59,153.00	Master's degree in Education, or Educational Management or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of any training in any cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080 Principal's Test/ NQESH/ NASH Passer	Highly Proficient/Proficient/Beginning Level on the following competencies based on the PPSH: 1. Leading Strategically 2. Managing School Operations and Resources 3. Focusing on Teaching and Learning 4. Developing Self and Others 5. Building Connections	Schools within SDO Sagay City



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 2 of 3, Enclosure No. 4 to Division Memorandum No. 0728 s. 2026

B. Documentary Requirements

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

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished PDS (CS Form No. 212 Revised 2025) and **with recent picture/photo** and **with Work Experience Sheet**, if applicable;
- c. Certificate of License/Eligibility; NASH/NQESH Result
- 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 Training attended and 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 of performance in the current/latest position prior to the deadline of submission;
- 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 attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755;
- j. Duly accomplished **Authorization for Background Check** using the prescribed form (see Enclosure 5 of this Memorandum).
- k. Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, 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. **Prescribed templates can be retrieved from Division Memorandum No. 001 and No. 017 s. 2025.**



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Page 3 of 3, Enclosure No. 4 to Division Memorandum No. **0728** 2026

C. Criteria for Evaluation

Evaluation of Applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 “Guidelines on Recruitment, Selection, and Appointment in the Department of Education – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions” broken down as follows:

CRITERIA	POINTS
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	15
TOTAL	100

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

Name of Applicant: _____
Position Applied For: _____
Office: Department of Education – SDO Sagay City
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: to be filled in by the SDO

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable	-	-	-
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable	-	-	-
j.	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 (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	Photocopy of proof of residency shown by any two valid documents such as Philippine National ID, Barangay Certificate, or TIN ID			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment	-	-	-
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled	-	-	-

Attested by: _____
School Administrative Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribe and sworn to before me this _____ day of _____, year _____.

Person Administering Oath



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 6 to Division Memorandum No. 0728, 2026

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, hereby authorize the Schools Division Office of Sagay City (SDO-Sagay City) to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Sagay City during the background investigation will only be used for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Name and Signature of Applicant

Date: _____



Address: Kauswagan Road, Brgy. Rizal, Sagay City, Negros Occidental

Website: www.deped.sagay.com

Hotline: 0966-199-6070

Email Address: sagay.city001@deped.gov.ph