



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

DIVISION MEMORANDUM
No. 0729, s. 2026

OCT 22 2026

RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT
HIGHER 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 higher teaching positions listed below.

Level	Vacant Teaching Positions	Place of Assignment	No. of Vacant Items
Elementary	Teacher IV (Special Needs Education Teacher)	School within SDO Sagay City	1

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 : 8
To be indicated in the **Perpetual Index** under the following subjects:

HIRING PROMOTIONS RECRUITMENT SELECTION
FN: RSP/ANNOUNCEMENT OF VACANCIES





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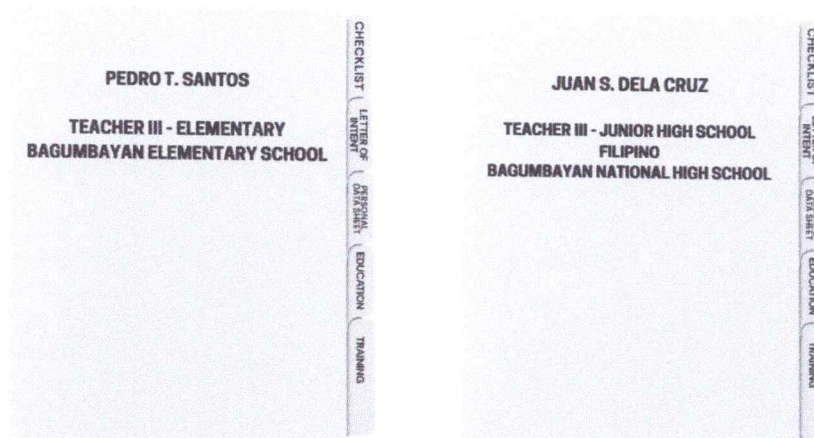
GENERAL GUIDELINES FOR THE SUBMISSION OF APPLICATIONS

In adherence to DepEd Order No. 20, s. 2024 “Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions”, this Office shall adopt and implement the following provisions for the submission of applications:

SUBMISSION AND RECEIPT OF APPLICATIONS

1. All interested applicants shall submit **1 set of PHOTOCOPIED** documentary requirements to the Records Section of this Division on or before the deadline stated in this Memorandum. Each set of these documents shall be enclosed in a white folder and must be properly labelled using side tabbings.
 - a. The cover of the folder shall bear the following:
 - Name of the Applicant
 - Position applied for
 - Level and Subject Area
 - Present Station/School
 - b. The Side Tabbing labels shall include Checklist and Authorization, Letter of Intent, Personal Information, Education, Training, Experience and Performance.

Illustrative Example:



2. No documents shall be accepted after the deadline unless required by the HRMPSB for further validation.
3. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be ground for appropriate disciplinary action.
4. Applicants shall be provided with Application Code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results. The Application Code shall be used in posting of the Initial Evaluation Results and Comparative Assessment Results. Any personal information of the applicant shall be concealed in accordance with R.A. No. 10173 (Data Privacy Act of 2012).



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LIST OF DOCUMENTARY REQUIREMENTS

All applicants shall submit their documentary requirements arranged as follows:

A. Checklist of Requirements with Omnibus Sworn Statement and Authorization for Background Check

- Duly accomplished 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.
- Duly accomplished Authorization for Background Check using the prescribed form

B. Letter of Intent

- Letter of intent addressed to the Schools Division Superintendent containing the following information:
 - i. Statement of purpose/ expression of interest
 - ii. Specific position the applicant intends to apply
 - iii. Learning Area/ Subject group for JHS and SHS

C. Personal Information

- Duly accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2025) with recent picture and Work Experience Sheet
- Photocopy of Voter's ID or any proof of residency
- Photocopy of valid and updated PRC License/ID

D. Education

- 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

E. Training

- Photocopy of certificate/s of relevant specialized trainings or professional development programs acquired within the last 5 years and after the last promotion
- For applicants in the Senior High School – TechPro, Photocopy of valid TESDA National Certificate (NC) and Trainers Methodology Certificate (TMC) relevant to the learning area applied for

F. Experience

- Photocopy of duly signed and updated Service Record
- Photocopy of latest appointment

G. Performance Rating

- Photocopy of approved Individual Performance Commitment and Review Form (IPCRF) Parts I-IV for the last **three rating periods** (SY 2023-2024, SY 2024-2025 and SY 2025-2026)



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

Activity	Venue	Schedule	Remarks
Publication of vacancy	-	October 21- 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
Orientation of Applicants	TBA	TBA	A notice with the final details of the schedule for orientation of applicants will be disseminated through official memorandum, bulletin boards, and social media pages.
Initial Evaluation against QS and Performance Requirements	Personnel Section	November 9-11, 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 of the HRMPSB and Assessors Team on Education, Training, Experience, and Performance	Division Office Conference Room	November 12-18, 2026	-
Conduct of Classroom Observation for COI Criteria	TBA		-
Conduct of Portfolio Assessment and Behavioral Events Interview (BEI) for NCOI Criteria			-
Final deliberation & evaluation of the Comparative Assessment Report	HRMPSB Room	November 19, 2026	-
Submission to the SDS for approval of the Comparative Assessment Report	Office of the SDS	November 23, 2026	-
Posting of Comparative Assessment Results	SDO Memorandum, Bulletin Board & Website	November 24, 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.



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POINT SYSTEM FOR COMPARATIVE ASSESSMENT

In adherence to DepEd Order No. 20, s. 2024 “Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions”, the weight allocation or point system for each criterion is detailed below:

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Assessment and BEI)	15
Total	100



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**QUALIFICATION STANDARDS AND PERFORMANCE REQUIREMENTS FOR THE VACANT
HIGHER TEACHING POSITIONS IN ELEMENTARY**

No.	Position Title	Item No.	Salary Grade	Monthly Salary	Qualification Standards				Performance Requirements		Place of Assignment
					Education	Training	Experience	Eligibility	COI	NCOI	
1	Teacher IV (Special Needs Education Teacher)	OSEC-DECSB-TCH4-105010 9-2026	14	Php 38,764.00	Bachelor's Degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)	21 Proficient COIs at Very Satisfactory	16 Proficient NCOIs at Very Satisfactory	Schools within SDO Sagay City (1)

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

Name of Applicant: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: _____

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 2017) 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:			
	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: _____
Human Resource Management 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



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