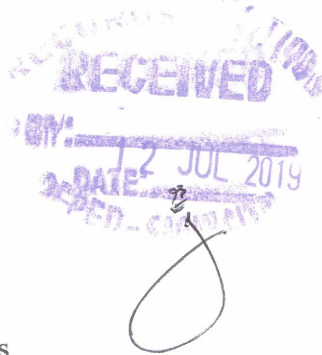


Republic of the Philippines
 Department of Education
 Region VI-Western Visayas
DIVISION OF SAGAY CITY
Sagay City



4:45 PM

July 12, 2019



DIVISION MEMORANDUM
 No. 240 s. 2019

TO: Chief CID & SGOD
 Administrative Officer V – Admin Services
 Heads of Public Elementary/ Secondary Schools
 All Concerned

ANNOUNCEMENT OF VACANT POSITION

1. The field is hereby informed that this office will now accept application for Head Teacher I (Secondary).
2. The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.
3. Interested applicants are advised to hand in their applications addressed to the SDS of this office c/o Mr. Noe B. Abdon, Admin. Officer IV – Personnel not later than **July 31, 2019**.
4. 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.
5. Hereunder are the Qualification Standards for the position.

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
HEAD TEACHER 1 (Secondary) for Colonia Divina IS	BSED or Bachelor's Degree w/ 18 Prof. Educ. Units.	TIC for 1 yr. or Teacher for 3 yrs.	24 hrs. of relevant training	RA 1080

6. Application letters should be accompanied by the required documents arranged as follows:
 - a. Performance Rating for the last 3 rating periods (2018-2019, 2017-2018, 2016-2017),.
 - b. Updated Service Record and Latest Appointment
 - c. Original and Xerox copy of Outstanding Accomplishments such as Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and/or Consultant/Resource Speaker in Trainings.
 - d. Xerox copies of Transcript of Records – Undergraduate/Graduate studies
 - e. Original and Xerox copy of certificates on seminars/trainings attended for the last 3 years not credited in last promotion (at least 3 days of training/seminar)
 - f. Original and Xerox copy of chair/ co-chairmanship in a technical/ planning committee.
 - g. Xerox Copies of PRC License

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

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

Activity	Venue	Schedule
Receiving & pre evaluation of applications w/ complete supporting documents against QS	HR and Records Section	Deadline: July 31, 2019
Evaluation & deliberation by the HRMPSB	Office of the ASDS	August 5, 2019
Final deliberation & evaluation of the result of ranking	Office of the ASDS	August 7, 2019
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	August 9, 2019
Posting of result	SDO Bulletin Board & Website	August 12, 2019

9. 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.

10. For wide dissemination.

M. Sabbaluca
MARSETTE D. SABBALUCA, CESO VI
 Schools Division Superintendent