

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



July 30, 2019

DIVISION MEMORANDUM

No. 266 s. 2019

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

ANNOUNCEMENT OF VACANT POSITION

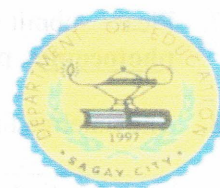
1. The field is hereby informed that this office will now accept application for Head Teacher I (Secondary and Elementary).
2. The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.
3. Interested 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 **August 20, 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 Sagay NHS	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
HEAD TEACHER 1 (Elementary)	BEED 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



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