



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

HRP-277

DIVISION MEMORANDUM

JAN 21 2022

No. 028, s. 2022

ANNOUNCEMENT OF VACANT POSITIONS

TO: OIC, Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Teacher In-Charge/Officer In-Charge
Administrative Officer V
All Concerned


1. The field is hereby informed that this office will now accept application for the positions listed below.
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. Ma Leah Linda S. Tan, Admin. Officer IV – Personnel not later than **January 31, 2022**.
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 positions.

POSITION	SG	NO. OF POSITIONS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHER QUALIFICATION
Principal I (Elementary)	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 Professional education units	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080	Passer of Principal's Exam
Principal II (Elementary)	20	1	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 Professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080	Passer of Principal's Exam

6. Application letters should be accompanied by the required documents arranged as follows:
- Performance Rating for the last 3 rating periods.
 - Updated Service Record and Latest Appointment
 - 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.
 - Xerox copies of Transcript of Records – Undergraduate/Graduate studies
 - Original and Xerox copy of certificates on seminars/trainings attended not credited in last promotion (at least 3 days of training/seminar)
 - Original and Xerox copy of chair/ co-chairmanship in a technical/ planning committee.
 - Original and Xerox copy of designation as Officer in Charge (OIC)/ Teacher in Charge (TIC)
 - Xerox Copies of PRC License
 - Result of Principal's Exam
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. 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.
9. The timeline for the recruitment, evaluation and selection process are indicated below:

<i>Activity</i>	<i>Venue</i>	<i>Schedule</i>
Receiving of applications w/ complete supporting documents	Records Section	January 20-31, 2022
Initial Evaluation against QS	Personnel Section	February 1-4, 2022
Evaluation & deliberation by the HRMPSB	Conference Room	February 7-11, 2022
Interview of Applicants	Conference Room/Virtual	February 14-15, 2022
Final deliberation & evaluation of the result of ranking	Conference Room	February 16-17, 2022
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	February 18, 2022
Posting of result	SDO Bulletin Board & website	February 21, 2022

10. For wide dissemination.


ARLENE G. BERMEJO, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent



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