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

DIVISION MEMORANDUM

No. 539, s. 2022

NOV 04 2022

ANNOUNCEMENT OF VACANT POSITIONS

TO: 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 position 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 Schools Division Superintendent of this office c/o Ma. Leah Linda S. Tan, Admin. Officer IV – Personnel not later than **November 22, 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 position.

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Other Qualification	
1	Master Teacher I (Elementary) for Sagay District 1	OSEC-DECSB-MTCHR1-420051-2012 OSEC-DECSB-MTCHR1-420009-2010 (2)	18	45,203.00	BEED or Bachelor Degree w/ 18 prof. units in Educ. & 18 units for a Master's Degree in Educ. or its equivalent	None Required	3 years teaching experience (preferably Teacher 3)	PBET/L ET RA (RA1080)	Applicant must earn at least 25 points in Leadership, Potential and Accomplishments	Schools within Division of Sagay City

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

a. Basic Qualifications

- Certified photocopy of latest appointment
- Certified photocopy of Transcript of Records
- Certified photocopy of IPCRF for the last 2 years
- Service Record
- Copy of Teachers Program (Not classroom program) showing number of minutes of regular teaching load at the time the vacancy occurred.

b. Accomplishments in Leadership, Potentials and Accomplishments arranged from A to I.

7. Please submit papers in three (3) folders, (Folder 1 - original copy, Folder 2 & 3 - photocopies) and in prescribed color:


SAGAY I: RED

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	November 7-22, 2022
Initial Evaluation against QS	Personnel Section	November 23-28, 2022
Evaluation & deliberation by the HRMPSB	Conference Room	November 29 & December 1, 2022
Final deliberation & evaluation of the result of ranking	Conference Room	December 2, 2022
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	December 5, 2022
Posting of result	SDO Bulletin Board & website	December 6, 2022

10. For wide dissemination.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

Incl : None

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

RECRUITMENT

SELECTION

PERSONNEL



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental

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