



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

DIVISION MEMORANDUM

NOV 04 2022

No. 540 s. 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

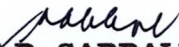
1. The field is hereby informed that this office will now accept application for **Head Teacher I** and **Head Teacher III**.
2. The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.
3. Interested applicants are advised to hand in their applications addressed to the Schools Division Superintendent of this office c/o Ms. 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 positions.

No.	Position Title	Plantilla Item No./ No. of Position	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Additional Qualifications	
1	HEAD TEACHER III (Elementary)	OSEC-DECSB-HTEACH3-421917-1998 (1)	38,150.00	BEED or Bachelor's Degree w/ 18 Prof. Educ. Units.	24 hrs. of relevant training	HT for 1 year or TIC for 1 year or Teacher for 4 years	RA 1080 (PBET/LET)	Computer Literate	Schools within Division of Sagay City
2	HEAD TEACHER I (Elementary)	OSEC-DECSB-HTEACH1-420148-1998 (1)	32,321.00	BEED or Bachelor's Degree w/ 18 Prof. Educ. Units.	24 hrs. of relevant training	TIC for 1 year or Teacher for 3 years	RA 1080 (PBET/LET)	Computer Literate	
3	HEAD TEACHER I (Junior High School)	OSEC-DECSB-HTEACH1-420084-2016 (1)	32,321.00	BSED or Bachelor's Degree w/ 18 Prof. Educ. Units.	24 hrs. of relevant training	TIC for 1 year or Teacher for 3 years	RA 1080 (PBET/LET)	Computer Literate	Campo Bago NHS

6. Application letters should be accompanied by the required documents arranged as follows:
- a. Application Letter and Personal Data Sheet (CS Form No. 212, Revised 2017)
 - b. Performance Rating for the last three (3) rating periods duly approved by authorized personnel
 - c. Service Record, Appointment or Certificate of Employment (experience must be relevant to the duties and functions of the position applied)
 - d. Certificate of Recognition for Outstanding/Meritorious Accomplishments/innovations/Research and Development/Authorship/Resource Speakership in Training/Seminar
 - e. Transcript of Records
 - f. Certificates of Training Attended
 - g. Chairmanship/ Co-chairmanship in Technical/Planning Committees
 - h. Certificate of Eligibility/ Certificate of Board Rating
7. Please submit papers in **three folders** (Folder 1 – Original Copies, Folder 2 -Photocopies), properly arranged and labelled per criterion.
8. The timeline for the recruitment, evaluation and selection process are indicated below.

Activity	Venue	Schedule
Receiving of applications w/ complete supporting documents	Records Section	November 7-22, 2022
Initial Evaluation against QS	Personnel Section	November 23-24, 2022
Evaluation & deliberation by the HRMPSB	Conference Room	November 25, 2022
Interview of Applicants	Conference Room/Virtual	November 28, 2022
Final deliberation & evaluation of the result of ranking	Conference Room	November 29, 2022
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	December 1, 2022
Posting of result	SDO Bulletin Board & Website	December 2, 2022

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. Applications with incomplete documents shall not be entertained.
- 10.For wide dissemination.



MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

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