



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

DIVISION MEMORANDUM

NOV 08 2022

No. 548, 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 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 Schools Division Superintendent of this office c/o Mr. 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.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Other Qualification	
1.	School Principal II	OSEC-DECS B-SP2-42037 6-2010	20	55,799.00	Bachelor's in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours relevant training	1 year as Principal	PBET/L ET RA (RA1080 )	Passer of Principal's Exam	Bato Nat'l High School

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 3 rating periods.
  - c. Updated Service Record and Latest Appointment
  - d. Original and Photocopy of Outstanding Accomplishments such as Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and/or Consultant/Resource Speaker in Trainings.
  - e. Photocopy of Transcript of Records – Undergraduate/Graduate studies
  - f. Original and Photocopy of certificates on seminars/trainings attended not credited in last promotion (at least 3 days of training/seminar)
  - g. Original and Photocopy of chair/ co-chairmanship in a technical/ planning committee.
  - h. Original and Photocopy of designation as Officer in Charge (OIC)/ Teacher in Charge (TIC)
  - i. Photocopy of PRC License
  - j. 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	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

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](mailto:sagay.city001@deped.gov.ph)