



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

ANNOUNCEMENT

22 JAN 2024

The field is hereby informed that this office will now accept application for the position listed below.

No.	Position Title	Plantilla Item No./ No. of Position	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1.	Head Teacher II (Elementary)	OSEC-DECSB-HTEACH2-420204-1998 (1)	15	Php 36,619.00	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	Head Teacher for 1 year, or TIC for 1 year, or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)	Valeriana G. Añalucas ES and ELMIS-Malubon Ext.

The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.

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 **February 5, 2024**.

Applicants must also register online: <http://tinyurl.com/SDOSagayApplications>. For those applicants who need assistance in registering online, please feel free to visit the Personnel Section.



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



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

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

- a. Letter of intent addressed to the Head of Office, or highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212 Revised 2017) with Work Experience Sheet, if applicable;
- c. Valid and updated PRC License/Rating;
- d. Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- e. Certificate/s of Trainings acquired after the last promotion but within the last five (5) years;
- f. Certificate of Employment, Contract of Service, or duly signed Service Record whichever is/are applicable;
- g. Latest appointment;
- h. Performance Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission; and
- i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the form (Annex C of DO 7 s. 2023) notarized by authorized official (can be downloaded at <http://tinyurl.com/ChecklistSDOSagay>).
- j. Means of verification (MOVs) showing **outstanding accomplishments** (i.e. awards and recognition, research and innovation, subject matter expert/membership in national technical working groups or committees, resource speakership/learning facilitation, NEAP accredited learning facilitator); **application of education** (i.e. Action Plan, Accomplishment Report, Certification of Utilization/Adoption); and **application of learning and development** (i.e. action plan/re-entry action plan, job embedded learning, accomplishment report with certification that the intervention was used) reckoned from the date of last issuance of appointments.



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




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

Please submit papers in three (3) folders: **(1) folder for original copies** and **(2) folders for photocopies**, properly arranged and labelled per criterion.

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.

The timeline for the recruitment, evaluation and selection process are indicated below:

Activity	Venue	Schedule
Receiving of applications w/ complete supporting documents	Records Section	January 22-February 5, 2024
Initial Evaluation against QS	Personnel Section	February 6-9, 2024
Evaluation & deliberation by the HRMPSB	Conference Room	February 12-16, 2024
Interview of Applicants	Conference Room/Virtual	February 19, 2024
Final deliberation & evaluation of the result of ranking	Conference Room	February 20, 2024
Submission to the SDS for approval of the comparative assessment result	Office of the SDS	February 21, 2024
Posting of result	SDO Bulletin Board & Website	February 22, 2024


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent



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