



Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY

DEPED - SILAY CITY
RELEASED
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DIVISION MEMORANDUM
 No. 174, s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS
 FOR VARIOUS POSITIONS**

To: OIC- Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary Schools Heads
 All Others Concerned

1. The field is hereby informed that DepEd Schools Division of Silay City is now accepting applicants for various positions, for deployment.

2. Accordingly, applicants should meet the following basic requirements of the position, to be considered for ranking:

Position Title	SG	Education	Experience	Training	Eligibility
a. Administrative Assistant II	8	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. (Sub-professional) Eligibility



Rizal St., Brgy. III, Silay City, Negros Occidental
 Website: www.depedsilaycity.weebly.com
 Email Address: deped.silay@deped.gov.ph
 Facebook Account: <https://www.facebook.com/DepEdSilayCity>
 Contact Number: Admin 4417153/ 458-4396/ HR 458-4401/



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b. Administrative Assistant I	7	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. (Sub-professional) Eligibility
c. Administrative Aide VI	6	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. (Sub-professional) Eligibility
d. Administrative Aide IV	4	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. (Sub-professional) Eligibility



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3. Applicants shall submit the following documents:

- I. **APPLICATION LETTER** indicating the position applied for;
- II. **COMMUNITY TAX CERTIFICATE;**
- III. **SERVICE RECORD / CERTIFICATE OF EMPLOYMENT;**
- IV. **ELIGIBILITY CERTIFICATE (CERTIFICATE OF RATING);**
- V. **PERSONAL DATA SHEET;**
- VI. **PERFORMANCE RATING;**

❖ Photocopy of Three (3) years Performance Rating
e.g. CY 2019, 2021 & 2022 for Non-Teaching Personnel
SY 2019-2020, 2020-2021, 2021-2022 for Teaching Related

VII. OUTSTANDING ACCOMPLISHMENTS

- ❖ Photocopy of awards received
- ❖ Photocopy of innovative work plan approved by the immediate chief
- ❖ Photocopy of action research and attested by the superior that it has been conducted and utilized
- ❖ Photocopy of article or book published

VIII. EDUCATION

- ❖ Photocopy of Transcript of Records and/or Certificate of Complete Academic Requirements issued by the school Registrar.

IX. TRAININGS

- ❖ Photocopy of certificates of participations/ attendance/ chairmanship. *Note however, that only certificates earned after the date of latest promotion will be credited.*

4. Applicants are advised to submit a written application with supporting documents in three (3) copies, one (1) set for original documents and two (2) sets duly authenticated copies, arranged, and labelled accordingly, addressed to **DR. SALVADOR O. OCHAVO, JR., CESO V**, Schools Division Superintendent, Attention: **JENNIFER B. SALGADO**, Administrative Officer IV – Personnel, on or before ~~JUN 05 2023~~.

5. The Office may refuse acceptance of the application if any of the above-mentioned documents are unavailable / lacking. Likewise, application letter without supporting documents to prove his/her education, eligibility, training/s and experience requirements shall be disqualified from the selection process.



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After verifying and certifying as to the completeness, veracity, accuracy and authenticity of the documents, the original set of documents shall be returned by the Selection Board.

6. Applicants will be notified in writing and through text message, if qualified or not to proceed with the subsequent hiring process, such as the schedule of exams and interview.

7. Strict observance of the minimum health protocols, such as wearing of face masks and practicing social distancing shall be observed on the conduct of this activity.

8. All vacant positions are open to all qualified applicants regardless of GENDER, DISABILITY, AGE, RELIGION, and CIVIL STATUS.

9. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, ethnicity or any other similar factors / circumstances that run counter to the principles of Equal Employment Opportunity (EEO).

10. Immediate and wide dissemination of this Memorandum is desired.

SALVADOR O. OCHAVO, JR. EdD, CESO V
Schools Division Superintendent

Enclosure: None

Reference: DepEd Order No. 66, s. 2007

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT

EMPLOYMENT

PUBLICATION



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