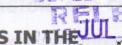


Republic of the Philippines Department of Education Negros Island Region DIVISION OF SILAY CITY City of Silay

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ANNOUNCING THE VACANT POSITIONS IN THE JUL LOG. NO. ___ **DIVISION OF SILAY CITY** SIGNATURE: d

ADMINISTRATIVE ASSISTANT III SG 9	Education:	Completion of two-year studies in college	- T
			Tay:
(Senior Bookkeeper)	Experience:	1 year relevant experience	
OSEC-DECSB-ADAS3-420105-2014	Training:	4 hours relevant training	COST THE COST
(Brgy. Guimbala-on NHS)	Eligibility:	Career Service Sub professional	
		First Level Eligibility	100

ADMINISTRATIVE ASSISTANT II SG 8	Education:	Completion of two-year studies in college
(Disbursing Officer)	Experience:	1 year relevant experience
OSEC-DECSB-ADAS2-420028-2014	Training:	4 hours relevant training
(Brgy. Guimbala-on NHS)	Eligibility:	Career Service Sub professional
		First Level Eligibility

Secondary School Teacher III	Education	Bachelor's degree in Secondary Education (BSED) or Bachelor's degree plus 18 prefessional units in Education with appropriate major
SG 13	Experience	2 years relevant experience
OSEC-DECSB-TCH3-420707-2012	Training	none required
(Brgy. Guimbala-on NHS)	Eligibility	PBET/LET RA 1080 (Teacher)

DR. NERI ANNE M. ALIBUYOG, CE Schools Division Superintendent

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NOTE:

The different positions are open to all qualified applicants regardless of GENDER (MALE OR FEMALE), DISABILITY, AGE, RELIGION, AND CIVIL STATUS.

All interested applicants are advised to submit their documents in **three (3)**sets (one set for original and two (2) sets duly authenticated copies) arranged and labeled accordingly (with proper tabbing) to **Jennifer B. Salgado,**Administrative Officer IV (Personnel)
on or before JULY 19.,
2017.

Attached is the list of documents and the prescribed sequence of filing.

All interested applicants are advised to refer to Division Order No. 5, s. 2015 for the criteria.

DR. NERI ANNE M. ALIBUYOG, CESO V

Schools Division Superintendent

LIST OF DOCUMENTS TO BE SUBMITTED WITH PROPER TABBING

I. Application Letter indicating the position applied for

II. Community Tax Certificate (Residence Certificate)

III. Service Record

IV. Eligibility Certificate (Certificate of Rating)

V. Personal Data Sheet

VI. Performance Rating

* Photocopy of the performance ratings for the

last three (3) rating periods SY 2014-2015, 2015-2016, 2016-2017 (Teaching Related Positions)
CY 2014, 2015, SY 2016-2017 (Non Teaching Positions)
(Duly signed by proper signatories)

DEPED-SILAY

LOG. NO.

SIGNATURE

VI. Outstanding Accomplishments

* Photocopies 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

* Photocopy of certificate of recognition received as trainer, consultants or resource speaker

VIII Education

* Photocopy of Transcript of records and/.or Certification of Complete Academic Requirements issued by the Registrar

IX. Trainings

* Photocopy of certificate of participation/attendance/ chairman of committee

* Only certificates earned after the date of latest promotion will be credited