



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

RECEIVED: SOS
DATE: JUL 07 2017
TIME: 9:06
NUMBER: 9972
BY: [Signature]

RELEASED
JUL 10 2017
LOG. NO. 0121
SIGNATURE: [Signature]
TIME: 9:30

ANNOUNCING THE VACANT POSITIONS IN THE DIVISION OF SILAY CITY

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

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 professional 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)

malibuyog
DR. NERI ANNE M. ALIBUYOG, CESO V
Schools Division Superintendent

DEPED - SILAY CITY
RELEASED
DATE: **JUL 10 2017**
LOG. NO.
SIGNATURE

RECEIVED
DATE: **JUL 06 2017**
TIME: **10:55**
NUMBER: **9254**
BY: **J**

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.

neri alibuyog
DR. NERI ANNE M. ALIBUYOG, CESO V
Schools Division Superintendent *JA*

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)

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

