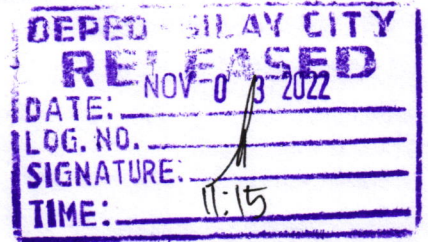




Republic of the Philippines  
**Department of Education**  
 REGION VI - WESTERN VISAYAS  
**SCHOOLS DIVISION OF SILAY CITY**



NOV 03 2022

**DIVISION MEMORANDUM**  
 No. 519, s. 2022

**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

- The field is hereby informed that DepEd Schools Division of Silay City is now accepting applicants for various positions vacant in Dona Montserrat Lopez Memorial High School, for deployment.
- Accordingly, applicants should meet the following basic requirements of the position, to be considered for ranking:

Position Title	No. of Items	SG	Education	Experience	Training	Eligibility
<b>a. School Principal II (SHS)</b>	1	20	Master's Degree in Education or its equivalent	1 year as Secondary School Principal I Or 1 year as Head Teacher VI or 2 years as Head Teacher V	8 hours of relevant training	PBET, Teacher RA 1080 (Secondary)



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 Contact Number: Admin 4417153/ 458-4396/ HR 458-4401/



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<b>b. Assistant School Principal II (SHS)</b>	2	19	Bachelor's degree in Secondary Education or its equivalent with a major or minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education.	2 years relevant experience	8 hours of relevant training	RA 1080 (Teacher)
<b>c. Head Teacher VI (Secondary)</b>	1	19	Bachelor's degree in education or its equivalent with major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education.	2 years relevant experience	8 hours of relevant training	PBET, Teacher RA 1080 (Secondary)
<b>d. Master Teacher II (Secondary)</b>	1	19	Bachelor's degree in education or its equivalent with major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education.	1 yr. as Master Teacher I or 4 yrs. as Teacher III	4 hours of relevant training	PBET/ TEACHER/ RA 1080
<b>e. Master Teacher I (Secondary)</b>	6	18	Bachelors's Degree in Education or its equivalent	1 year relevant experience	4 hours of relevant training	PBET/ TEACHER/ RA 1080



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			with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education.			
<b>f. Teacher III (Secondary)</b>	1	13	Bachelor's degree in education or its equivalent with major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education.	none required	none required	PBET/ TEACHER/ RA 1080
<b>g. Teacher II (Secondary)</b>	8	12	Bachelor's degree in education or its equivalent with major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education.	none required	none required	PBET/ TEACHER/ RA 1080
<b>h. Guidance Counselor I</b>	1	11	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (GUIDANCE COUNSELOR)
<b>i. Guidance Counselor II (SHS)</b>	4	12	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (GUIDANCE COUNSELOR)



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<b>j. Guidance Counselor III</b>	1	13	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (GUIDANCE COUNSELOR)
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3. **All applicants, except for Master Teacher**, 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 the latest Three (3) years Performance Rating.
- VII. OUTSTANDING ACCOMPLISHMENTS**
  - ❖ Photocopy of Outstanding Employee Awards received
  - ❖ Photocopy of innovative work plan approved by the immediate chief and attested by the SDS/ authorized Personnel, Certificate of Recognition, Certification stipulating the names of the recipients and results.
  - ❖ Photocopy of action research and attested by the superior and by the SDS or by the CES of the SGOD, showing implementation and results, with Certificate of Accomplishment /Recognition.
  - ❖ Photocopy of article or book published
  - ❖ Photocopy of Certificate of Recognition/ Merit as a consultant / resource speaker/ lecturer or trainer
- 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 participation/ attendance.  
*Note however, that only certificates earned after the date of latest promotion will be credited.*





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4. For **Master Teacher Applicants**, please see attached sheet for the list of documents to be submitted.
5. 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, NOV 13 2022.
6. 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. 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.
7. 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.
8. 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.
9. All vacant positions are open to all qualified applicants regardless of GENDER, DISABILITY, AGE, RELIGION, and CIVIL STATUS.
10. 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 (EEOP).
11. 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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**LIST OF DOCUMENTS TO BE SUBMITTED WITH PROPER TABBING  
(For Master Teacher Positions)**

- 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)  
(Duly signed by proper signatories)
- A. Leadership and Potential**

Introduced any of the following which has been adopted or used by the school districts:

    1. Curriculum or instructional materials.
    2. Simplification or work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction.
    3. Worth while income generation.
  - B. Served as:**
    1. District Subject Coordinator (for at least 1 year)
    2. Grade / Year Level Chairman (with as least 6 members and for at least 1 year)
    3. Club Adviser (for at least 2 years)
  - C. Served as:**
    1. Chairman of Special Committee to prepared Instructional Materials
    2. Chairman to prepare school intermediate scheduel of classes/district Action Program
    3. Chairman of District Testing Committee
  - D. Education Research including Action Research**

Initiated or headed an educational research activity duly approved by educational authorities either for improvement or instruction for community development or teacher welfare.
  - E. Coordinator of community project or activity or of a program of another agency or coordinator**

Coordinator of community project or activity or of a program of another agency or coordinator of rural service improvement, industrial or community affair, etc. for at least two years.
  - F. Organized/manage in-service activity or other similar activities at least on a school level.**
  - G. Credited with meritorious achievement such as:**
    1. Trainor or coach to contest who received prizes, commendation or any term of recognition.
    2. Division / Regional / National Award
  - H. Authorship**
  - I. Demonstration Teacher**
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