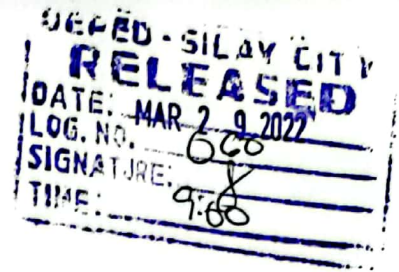




Republic of the Philippines
Department of Education
 REGION VI - WESTERN VISAYAS
 SCHOOLS DIVISION OF SILAY CITY



DIVISION MEMORANDUM

No. 146, s. 2022

TO : OIC – Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

FROM : **NOVELYN M. VILCHEZ, PhD, CESO VI**
 Assistant Schools Division Superintendent
 Officer In - Charge
 Office of the Schools Division Superintendent

SUBJECT : **HIRING OF APPLICANTS FOR VARIOUS POSITIONS**

DATE : **MAR 29 2022**

1. The Schools Division of Silay City is now accepting applicants for **Teacher II** and **Teacher III** positions both in elementary and secondary for deployment.
2. Applicants should meet the following basic requirements of the position in order to be considered for ranking:

Position Title	SG	Education	Experience	Training	Eligibility
a. Teacher II	12	Bachelor of Elementary (BEd) or Bachelors Degree plus 18 professional units in Education/ Bachelor of Secondary Education (BSEd) or Bachelors Degree plus	1 year relevant experience	None required	PBET, Teacher RA 1080



Brgy. III, Silay City, Negros Occidental
www.depedsilaycity.weebly.com
 Email Address: deped.silay@deped.gov.ph
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 Contact Number: Admin 4417153/ 458-4396/ HR 458-4401/



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		18 professional units in Education with appropriate major			
b. Teacher III		Bachelor of Elementary (BEEd) or Bachelors Degree plus 18 professional units in Education/ Bachelor of Secondary Education (BSEd) or Bachelors Degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	PBET, Teacher RA 1080

3. Applicants shall submit the following documents:

- 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 CY 2018,2019, 2020 (non teaching)

* SY 2018-2019, 2019-2020,2020-2021(Teaching Related)

VII. 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

VIII. Education

Photocopy of Transcript of Records and/ or Certification of Complete Academic Requirements issued by the Registrar



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IX. Trainings

- * Photocopy of certificate of participation/attendance/recognition
 - * 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 four (4) copies (one (1) set for original documents and three (3) sets duly authenticated copies) arranged and labelled accordingly (with proper tabbing and table of contents) to the Chairperson, School Screening Committee on or before APR 18 2022. After verifying and certifying as to the completeness, veracity, accuracy and authenticity of the documents, the Chairperson will endorse and submit the three (3) sets of authenticated copies to the Division Selection Committee through the office of the Human Resource Management on APR 19 2022. The set of original documents shall be retained to the possession of the Chairperson of the School Screening Committee until the RQA will be approved, released and posted.
 5. This 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.
 6. Qualified applicants will be notified through the Chairperson (School Screening Committee) on the schedule of the interview and ICT skills demonstration which will be announced later. During the ICT Skills Test, applicants are advised to bring their own laptop and extension cord.
 7. Strict observance of the minimum health protocols set by the IATF such as wearing of face masks and practicing social distancing must be observed on the conduct of this activity.
 8. 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).
 9. Immediate and wide dissemination of this Memorandum is desired.

Enclosure: None

Reference: DepEd Order No. 66, s. 2007

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT EMPLOYMENT REAPPOINTMENT POLICY TEACHERS



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