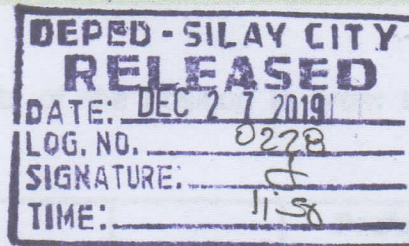




Republic of the Philippines  
 Department of Education  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF SILAY CITY**

Rizal Street, Brgy. III, Silay City, Negros Occidental, Philippines



**DIVISION MEMORANDUM**

No. 646, s. 2019

TO : Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

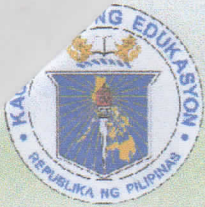
FROM : *Cynthia G. Demavivas*  
**CYNTHIA G. DEMAVIVAS, CESO V**  
 Schools Division Superintendent

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

DATE : December 27, 2019

1. The Schools Division of Silay City is now accepting applicants for the following natural vacancies for deployment in the Division of Silay City:

POSITION	No. of Items	PLACE OF ASSIGNMENT
a. Principal III	3	Division of Silay City
b. Senior Education Program Specialist (Human Resource Training and Development)	1	SGOD Office
c. Administrative Officer IV	1	OSDS Office



2. Applicants should meet the following basic requirements of the position in order to be considered for ranking:

Position Title	Salary Grade	Education	Experience	Training	Eligibility	Preferred Qualifications
<b>a. Principal III (Elementary)</b>	21	Bachelor's Degree in Elementary Education ; or Bachelor's Degree w/ 18 professional units in Education plus 6 units in Management	2 years as Principal	40 hours relevant training	RA 1080 (Teacher)	
<b>b. Senior Education Program Specialist (Human Resource Training and Development)</b>	19	Bachelor's Degree in Education or its equivalent and Completion of Academic Requirements for Master's Degree relevant to the job	2 years in experience in education research, development and implementation of other relevant experience	8 hours relevant training	RA 1080 (Teacher), Career Service (Professional) Appropriate Eligibility for Second Level Position	
<b>c. Administrative Officer IV (Supply)</b>	15	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility	

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)**



**VI. Performance Rating**

- \* Photocopy of the performance ratings for the SY 2018-2019, 2017-2018, 2016-2017

**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

**IX. Trainings**

- \* Photocopy of certificate of participation/attendance/ chairman of committee
- \* Only certificates earned after the date of latest promotion will be credited

4. The different positions are open to all qualified applicants regardless of **GENDER, DISABILITY, AGE, RELIGION, AND CIVIL STATUS.**
5. Applicants are advised to submit in three (3) sets (one set for original and two (2) sets duly authenticated copies) arranged and labelled accordingly (with proper tabbing) to **CYNTHIA G. DEMAIVIVAS, CESO V**, Schools Attention: Jennifer B. Salgado, Administrative Officer IV (Personnel) on or before **January 15, 2020.**
6. This Office may refuse acceptance of the application if any of these documents are not submitted. Likewise, application letter without supporting documents to prove his/her education, eligibility, training and experience requirements shall be disqualified from the selection process.
7. Qualified applicants will be notified to undergo the interview and ICT examination which will be announced later. Applicants must present original copies of documents for verification, bring laptop and extension cord.
8. Immediate and wide dissemination of this Memorandum is desired.