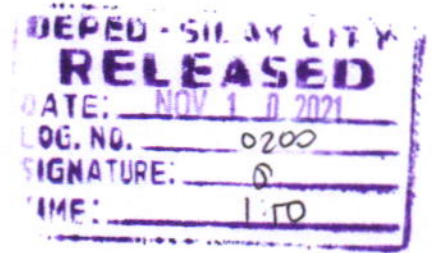




Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF SILAY CITY



NOV 10 2021.

DIVISION MEMORANDUM

No. 548, s. 2021

HIRING OF APPLICANTS FOR VARIOUS POSITIONS

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisor
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

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. Administrative Officer II	6	DepEd, Division of Silay City
b. Project Development Officer I (SHS)	1	DepEd, Division of Silay City
c. Head Teacher III (MAPEH)	1	DMLMHS
d. Head Teacher VI (TLE/TVE)	1	DMLMHS



Rizal Street, Barangay III, Silay City, Negros Occidental, Philippines 6116

Website: www.depedsilaycity.com

Email Address: deped.silay@deped.gov.ph

Facebook Account: <https://www.facebook.com/DepEdSilayCity>

Contact Numbers: Admin – 4417153; 458-4396 / HR – 458-4401 / SGOD – 458-4402 / CID – 458-4406



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

Position Title	SG	Education	Training	Experience	Eligibility
a. Administrative Officer II	11	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
b. Project Development Officer I (SHS)	11	Bachelor's degree relevant to the job	Four(4) hours relevant training	One(1) year relevant experience	Career Service (Professional) Second Level Eligibility
c. Head Teacher III (MAPEH)	16	Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Twenty-four(24) hours of relevant training	HT for Two(2) years; or Teacher for Five(5) years	RA 1080 (Teacher) PBET
d. Head Teacher VI (TLE/TVE)	19	Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	Twenty-four(24) hours of relevant training	HT for Five(5) years; or Master Teacher for Four(4) years	RA 1080 (Teacher) PBET



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3. Applicants shall submit the following documents:

- I. Application Letter indicating the position applied for**
 - II. Community Tax Certificate (Residence Certificate)**
 - III. Service Record/Certificate of Employment**
 - IV. Eligibility Certificate (Certificate of Rating)**
 - V. Personal Data Sheet**
 - VI. Performance Rating**
 - Photocopy of the performance ratings for the*
 - * SY 2017-2018, 2018-2019, 2019-2020 (Teaching Related)
 - * FY 2018, 2019, 2020 (Non-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*
 - 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.**



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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 **NOVELYN M. VILCHEZ, PhD, CESO VI**, Assistant Schools Division Superintendent, Officer-In-Charge, Office of the Schools Division Superintendent, Attention: Jennifer B. Salgado, Administrative Officer IV (Personnel) on or before NOV 22 2021.
6. Applicants who applied last April 7, 2021 are requested to submit a letter of intent for reapplication. Furthermore, those who have additional documents, kindly attach those to your letter of intent. Deadline of submission is on NOV 22 2021.
7. 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.
8. 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.
9. Immediate and wide dissemination of this Memorandum is desired.

NOVELYN M. VILCHEZ, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Reference: DepEd Order No. 37, s. 2007, DepEd Order No. 66, s. 2007 and
DepEd Order No. 19, s. 2016

To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT HIRING EVALUATION PUBLICATION RECRUITMENT



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