



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

RECEIVED (SDS OFFICE)
DATE: AUG 01 2017
TIME: 8:00
NUMBER: 10,370
BY: J

ANNOUNCING THE VACANT POSITIONS IN THE DIVISION OF SILAY CITY

MASTER TEACHER II SG 19	Education: Bachelor of Elementary Education (BEEd.) or Bachelor's Degree plus 18 professional units in Education; and 24 units for a Master's Degree in Education or its equivalent
OSEC-DECSB-MT2-421607-1998	Experience: 1 year as Master Teacher I or 4 years as Teacher III
OSEC-DECSB-MT2-421613-1998	Training: 4 hours of relevant training
	Eligibility: PBET/Teacher/RA 1080

EDUCATION PROGRAM SPECIALIST II (Monitoring and Evaluation) SG 16	Education: Bachelor's Degree in Education or its equivalent
OSEC-DECSB-EPS2-420134-2014	Experience: 2 years experience in education research, development, implementation or other relevant experience
	Training: 4 hours of relevant training
	Eligibility: PBET; Teacher Career Service (Professional) Appropriate for Second Level Position

nelibuyog 8/2/17
DR. NERI ANNE M. ALIBUYOG, CESO V
Schools Division Superintendent

Date and Time of Posting:

Division Website

: 8/2/2017 11:15 AM

Three Conspicuous Places: _____

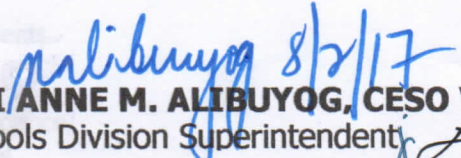
NOTE:

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 AUGUST 9, 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.


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

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)

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
- * 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

**LIST OF DOCUMENTS TO BE SUBMITTED WITH PROPER TABBING
(For Master Teacher II)**

- 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