



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

06 AUG 2024

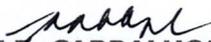
**DIVISION MEMORANDUM**

No. 477, s. 2024

**VACANCIES AT DEPED RO VI**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Public Schools District Supervisors / CLD  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Enclosed is **Regional Memorandum No. 695 s. 2024** dated August 5, 2024 announcing to the field the recruitment and selection of vacant items at DepEd Regional Office VI.
2. All interested are encouraged to apply and submit their documents based on the schedule stated.
3. Immediate dissemination of this Memorandum is desired.

  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

No of Pages including this Document: 6  
Enclosure : As stated,  
Reference : As stated  
Allotment : N/A  
Encl.: As stated  
ADMIN/NABCON 8/06/24



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**Department of Education**  
 REGION VI-WESTERN VISAYAS

DEPARTMENT OF EDUCATION  
 DIVISION OF SAGAY CITY  
**RECEIVED**  
 DATE: 05 AUG 2024 TIME: 12:50:00  
 TRACKING NO. REC-15000  
 SIGNATURE OVER PRINTED NAME

AUG 05 2024

REGIONAL MEMORANDUM  
 No. 695 s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITION**

TO: Schools Division Superintendents  
 Chiefs of Functional Divisions  
 All Others Concerned

1. This Office announces the recruitment and selection of applicants for the positions stated below:

POSITION	No. of Position	Office Assignments
Education Program Supervisor	1	Human Resource Development Division

2. The CSC Qualification Standards of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor	22	Master's degree in education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher or 2 years of relevant experience	RA 1080 (Teacher)

PS-RSJ-RM-Bulletin of Vacant Position\_08-05-2024



Address: Duran Street, Iloilo City, 5000  
 Telephone Nos: (033) 337-0149; 336-2816  
 Email Address: region6@deped.gov.ph  
 Website: region6.deped.gov.ph





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3. The DepEd preferred qualifications of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Supervisor	22	Master's degree in education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher or 2 years of relevant experience	RA 1080 (Teacher)

4. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity and political affiliation** must submit their application letter at the Records Section of the Administrative Services Division, DepEd, Regional Office VI, Duran Street, Iloilo City, specifying the desired position and Office where the vacancy exists the following documents in **three (3) copies**, properly labelled, with dog ear, per document:

- Letter of intent addressed to the Head of Office;
- Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of Certificates of Training after the last promotion/appointment, if applicable;
- Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;

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- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the document submitted and Data Privacy Consent Form pursuant to RA No. 10173 using the required form (attached Annex C of D.O No. 007, s. 2023), notarized by authorized official; and
- k. Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), for comparative assessment, including but not limited to:
- i. Means of Verification (MOVs) showing **Outstanding Accomplishments, Application of Education, and Application of Learning and Development** reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the **Performance Rating** obtained from the relevant work experience, if Performance Rating in item 3(i) is not relevant to the position to be filled, if applicable.
5. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	August 05-16, 2024
Pre-evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS) and submit the Selection Line-up for deliberation of HRMPSB	HRM Office	August 19-22, 2024
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	August 27, 2024
Evaluation and Deliberation	Office of the Assistant Regional Director / Virtual	August 28-30, 2024
Systematic Assessment		
Interview of Applicants	Office of the Assistant Regional Director / Virtual	September 03, 2024

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