



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF THE CITY OF ILAGAN

500-CITY OF ILAGAN
RELEASED
CONTROL NO. 585
DATE: 10/15/2020
BY: _____
RECORDS SECTION

12 October 2020

DIVISION MEMORANDUM

No. 96 s. 2020

ONLINE/VIRTUAL ASSESSMENT FOR VARIOUS VACANT POSITIONS

To: Assistant Schools Division Superintendent
Chiefs of Divisions
Education Program Supervisors
Division Office Heads of Sections
Heads of Schools (Public and Private Elementary and Secondary)
Heads of Clusters

1. This is to inform the field that this office has scheduled an online/virtual assessment for various vacant positions on October 20-21, 2020 at 9:00 AM. Applicants are directed to download Google Meet application. The link shall be communicated prior to date of activity.
2. It is also informed that in adherence with the strict implementation of the Equal Employment Opportunity Principle (EEOP) in the Recruitment, Selection and Placement (RSP), this Office ensures no discrimination in the selection of employees on the account of age, sexual orientation, and gender identity, civil status, disability, religion, ethnicity and political affiliations in the Assessment and Evaluation.
3. Deadline for submission of requirements is on or before **October 16, 2020 (8:00 AM to 12:00 Noon)**. Applicants can also send the PDF copy of their complete documents (arranged and properly labelled) to personnel.depedilagan@deped.gov.ph.
4. Please find attached List of Requirements and List of Vacant Position (see Enclosures Nos. 1 and 2).
5. For information and widest dissemination.


GILBERT NARAG TONG, PhD, CEO VI, CESO V
Schools Division Superintendent

Encls.: As stated

Reference: None

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

ASSESSMENT
EMPLOYEES
HIRING

GNT/NMM/MAMB/JSC
/October 12, 2020



Address: INHS Compound, Claravall St., San Vicente, City of Ilagan, Isabela
Telephone No: (078) 624-0077
Email: ilagan@deped.gov.ph
Website: www.sdocityofilagan.gov.ph



LIST OF REQUIREMENTS

A	Intent letter /Application letter, duly signed; Personal Data Sheet (PDS, revised 2017 CSC Form 212)duly signed, Civil Service Work Experience Sheet (downloadable at www.csc.gov.ph) with recent passport size picture
B	Performance Rating (IPCR) for last three rating periods, duly signed 2016-2017; 2017-2018; 2018-2019; 2019-2020
C	Service records/Certificate of Employment or Appointment current and previous;
D	Certificate of Outstanding employee award, supported by Certificate of Recognition. Memorandum/Advisory announcing the conduct of the Search approved Criteria for Judging, and other relevant documents regarding the search;
E	Projects/innovations implemented, supported by the approval, thru channels, of the innovative project; Abstract of Project and Work Plan conducted/implemented, Completion report of the Work Plan and other Modes of Verification (MOVs);
F	Research & Development projects conducted/implemented, supported by the approval of the request, research proposal, findings, recommendations and other MOVs;
G	Publication/authorship of articles (wide circulation), published;
H	Certificate of Recognition as Consultant/resource speakership in training/seminars, in International/ National/Regional/Division/Provincial/cluster;
I	Transcript of Records/MAED/Doctoral TOR completed at least academic, authenticated and/or certified;
J	Certificate of trainings/participation three-day training with same level (Division, Regional National, International); <ul style="list-style-type: none"> • Three (3) certificates of Training (same level) conducted for at least 3 days each in the levels of Regional/Provincial/Division • One (1) certificates of Training (same level) conducted for at least 3 days each in the levels of National/International

Note: For Master Teachers - Criteria A to G shall apply as per MEC Order No. 10, s 1979 : Kindly submit two (2) folders (photocopies) documents.