



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos and Guingona Sts., City of Malaybalay  
Telefax # 088-813-2894 or 221-4597, E-mail add: [dpdmlbycity@yahoo.com](mailto:dpdmlbycity@yahoo.com)  
Website: <http://depedmalaybalay.page4.me>



Deped-MALAYBALAY CITY DIVISION  
**RELEASED**

Division Memorandum:  
No. 188 s, 2012

Date: 12/19/12 Time: 4:47  
By: Jocelyn

FOR: Education Program Supervisors (Designate)  
Public Schools District Supervisors & Coordinating School Principals  
Elementary School Principals and Schools Heads  
This Division

FROM:   
**EDILBERTO L. OPLENARIA**  
OIC- Schools Division Superintendent

DATE: December 18, 2012

SUBJECT: **DIVISION RANKING OF ELEMENTARY SCHOOL PRINCIPAL I**

Due to the retirement of Ms. Trivinia C. Gamus and Mr. Rodrigo Gacang the application for School Principal I positions is now open for ranking. Applications together with its support documents must be addressed to the Schools Division Superintendent, Attention: Human Resource Management Officers.

Interested applicants must possess the following qualifications (*as stated in the Qualification Standard*)

*Principal I*

1. Bachelor's Degree in Elementary Education or Bachelor's degree with 18 professional Education Units
2. HT for 1 year, or TIC for 2 years, or MT for 2 years or teacher for 5 years

The following pertinent documents should be included to support the letter of application:

1. CSC Form 212 (3 copies)
2. Transcript of Records
3. Eligibility - PRC Rating  
- PRC license
4. Service Record with Employee number
5. Performance rating of at least Very Satisfactory for the last (3) consecutive years or Outstanding for at least 2 consecutive years.
6. Certificates/Proofs of Outstanding Accomplishments, trainings attended recognitions, etc.

All photocopied documents should be authenticated by the Administrative Officer; hence, the original copies of support documents should be brought to authenticate the photocopies.

Deadline for the submission of applications is on December 28, 2012. For more details see Ms. Novem A. Sescon, Human Resource Management Officer I.