



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



Sayre Highway, Purok 6, Casisang, Malaybalay City
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 Dated MALAYBALAY CITY DIVISION
 September 11, 2015 **RELEASED**
 Date: SEP 21 2015 Time: 10:25
 By: *[Signature]*

DIVISION MEMORANDUM
 No. 354 s. 2015

TO : Chief Education Supervisor & Staff, Curriculum Implementation Division
 Chief Education Supervisor & Staff, Schools Governance & Operations Division
 Public Schools District Supervisors
 School Heads (Elem. & Secondary)
 Section/Unit Heads and Staff
 All Others Concerned

FROM : *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
 Schools Division Superintendent

**RE : SELECTION AND RANKING FOR POOL OF QUALIFIED APPLICANTS FOR
 SECONDARY AND ELEMENTARY TEACHER II AND TEACHER III POSITIONS.**

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for Teacher II and Teacher III Positions are now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Teacher II	Bachelor of Elementary Education or Bachelor's degree with 18 Professional Units in Education	1 year relevant experience	None required	RA 1080 (Teacher)
Teacher III	Bachelor of Elementary Education or Bachelor's degree with 18 Professional Units in Education	2 years relevant experience	None required	RA 1080 (Teacher)

2. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:

- CSC Form 212 (3 copies in black and in handwritten);
- Transcript of Records;
- Eligibility – PRC Rating and unexpired License;
- Performance Rating for the last three (3) rating periods:
 1st and 2nd Semester SY 2014-2015;
 2nd Semester SY 2013-2014;



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- Updated Service Records;
 - Certificate/s of Outstanding/Meritorious Accomplishment;
 - Outstanding Employee Award;
 - Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - Research and Development Projects;
 - Publication/Authorship;
 - Consultancy/Resource Speakership;
 - Education and Training
 - Certificates of trainings attended not credited during the last promotion;
 - Chairmanship/Co-chairmanship of a technical / planning committee.
3. Furthermore, the documents for Elementary Teachers will be submitted to the District Office where the School applied is located and to the preferred Secondary School for the Secondary Teacher applicants. Deadline for submission of application is on or before **September 30, 2015**.
4. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE