



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



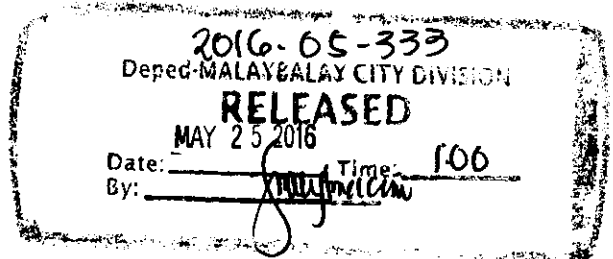
Sayre Highway, Purok 6, Casisang, Malaybalay City
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May 25, 2016

DIVISION MEMORANDUM

No. 203 s. 2016

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 : EDILBERTO L. OPLENARIA, CESO VI
 Schools Division Superintendent

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

1. This is to inform the field on School Ranking for the Pool of Qualified Applicants for Teacher II and Teacher III Positions for Elementary and Secondary Schools with the following minimum qualification requirements:

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

2. All qualified applicants shall submit their pertinent documents for ranking to their respective School Principals following the criteria stated in the DepED Order No. 66 s. 2007 not later than June 1, 2016.
3. The School Principal shall conduct initial evaluation of the qualification of all applicants and prepare a Selection Line Up (*see attached template*) to be posted in three (3) conspicuous places for at least fifteen (15) calendar days.
4. The School Personnel Selection Board (PSB) shall then evaluate and deliberate the qualifications of those listed in the selection line-up and make a systematic assessment of



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the qualifications and conduct further assessment such as: written examination, skills test, interview and others of the qualified candidates.

5. Selection Line Up and Ranklist shall be submitted to the Division Office Personnel Unit as part of the requirements of the Civil Service Commission for the attestation of the appointments.
6. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE

SELECTION LINE-UP

Department of Education
Division of Malaybalay City

Date

Vacant Position: _____
Item Nos.: OSEC-DECSB-_____

No.	Name of Applicants <i>(alphabetical order)</i>	Qualification				Remarks
		Education	Experience	Training	Eligibility	
1						
2						
3						
4						
5						
6						

Prepared by:
