



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

Sayre Highway, Purok 6, Casisang, Malaybalay City
Telefax # 088-81-2894, E-mail add: depedmlyblycity@yahoo.com



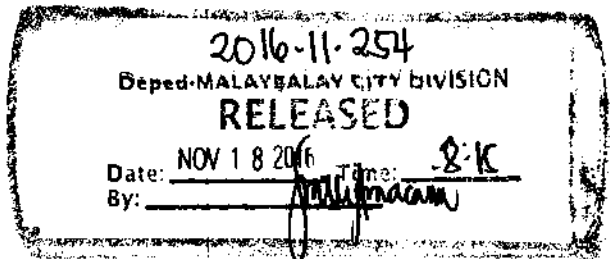
November 16, 2016

DIVISION MEMORANDUM

No. 619 s. 2016

TO: Chief Education Supervisor & Staff, Curriculum Implementation Division Chief
Education Supervisor & Staff, Schools Governance & Operations Division
Elementary and Secondary School Heads
This Division

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



RE: EVALUATION OF DOCUMENTS FOR PRINCIPAL EXAMINATION PASSERS
INTERESTED TO BE DESIGNATED AS OFFICER IN CHARGE FOR ELEMENTARY AND
SECONDARY SCHOOLS WITHIN THE DIVISION

This is to inform the field that the those Teachers who are Principal Examination Passers, interested to be designated as Officer in Charge for Elementary and Secondary Schools within the Division may submit the following documents for evaluation to wit:

- Letter of Intent address to the Schools Division Superintendent
- CSC Form 212 (1 copy in black ink and in handwritten)
- Transcript of Records
- Eligibility – PRC Rating and unexpired License
- Performance Rating for the last three (3) rating periods (Numerical Rating)
- 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



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



Sayre Highway, Purok 6, Casisang, Malaybalay City
Telefax # 088-81-2894, E-mail add: depedmlyblycity@yahoo.com

-
- Chairmanship/Co-chairmanship of a technical / planning committee

All documents submitted shall be authenticated by the Administrative Officer IV-Records, Florabelle R. Porras. Deadline for submission of application is on or before November 23, 2016. For inquiry, please see Guia Ma. G. Gamutin in the Personnel Unit.

The schedule of screening and interview will be announced later.

Immediate and wide dissemination of this memorandum is desired.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE