



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

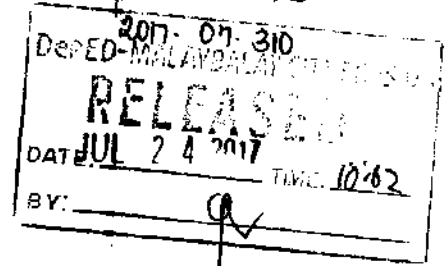
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DIVISION MEMORANDUM

No. 354 s. 2017

TO : Chief Education Supervisor & Staff, CID and SGOD
Public Schools District Supervisors
School Heads (Elem. & Secondary)
Section/Unit Heads and Staff
All Others Concerned



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

DATE : July 24^v 2017

RE : RANKING OF TEACHER TRANSFEREES

1. The field is hereby informed that teachers who wish to apply for transfer of teaching assignment in this Division shall submit pertinent documents starting July 24^v, 2017 to July 28^v, 2017.
2. Furthermore, the documents for the 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 - transferees.
3. The document to be submitted are the following:
 - Performance Rating for the last three (3) years;
 - Experience of at least three (3) years (Service Record);
 - Certificates of Seminars / Trainings;
 - Certificates of Awards / Recognitions
 - Highest Educational Qualification (TOR);
 - Innovations / Research;
 - Chairmanship;
 - ICT Literate / Specialized Skills
4. The Schools District Supervisor for Elementary Schools and School Principal for Secondary Schools 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.
5. The respective District Personnel Selection Board (PSB) for Elementary Schools and respective Secondary School PSB shall then evaluate and deliberate the



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qualifications of those listed in the selection line-up and make a systematic assessment of the qualifications and conduct further assessment such as: written examination, skills test, interview and others of the qualified candidates.

6. 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.

7. 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
School: _____

Vacant Position: _____
Item Nos.: _____

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

Prepared by:
