



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

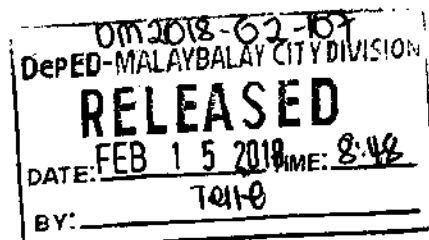


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**DIVISION MEMORANDUM**

No. 107 s. 2018

**TO :** Chief Education Supervisor & Staff, CID and SGOD  
 School Heads (Elem. & Secondary)  
 Section/Unit Heads and Staff  
 This Division



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

**DATE :** February 13, 2018

**RE : COMPARATIVE ASSESSMENT FOR SCHOOL PRINCIPAL POSITIONS**

1. This is to inform the field that the Comparative Assessment for School Principal Positions are now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 39, s. 2007 and DepED Order No. 42, s. 2007 to wit:

| Position  | Education   | Experience  | Training                      | Eligibility                                 |
|---|---|---|-------------------------------|---|
| School Principal II<br>(Secondary)<br><br>(SG 20) | Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management | 1 year as Principal   | 40 hours of relevant training | RA 1080 (teacher)                           |
| School Principal I<br>(Elem.)<br><br>(SG 19)      | Bachelor of Elementary Education or Bachelor's degree with 18 Professional Units in Education                               | 5 years in the aggregate as Head Teacher, Teacher-in-Charge, Master Teacher and Teacher III | 40 hours of relevant training | RA 1080 (Teacher) & Principal's Test Passer |

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

- CSC Form 212 (revised 2017);
- Transcript of Records;
- Eligibility – PRC Rating and unexpired License;
- Performance Rating for the last three (3) years (numerical rating);
- Updated Service Record;
- 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. All documents submitted shall be duly authenticated by the Administrative Officer IV-Records, Florabelle R. Porras. Deadline for submission of application is on or before **February 21, 2018**. For inquiry, please see Guia Ma. G. Gamutin in the Personnel Unit.



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4. The schedule of screening and interview will be announced later.
5. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:

Records Unit

Personnel Unit

TO BE POSTED ON THE WEBSITE