



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY



Corner Don Carlos-Guingona St., City of Malaybalay

Memorandum to: Secondary School Principals and School Heads
Education Program Supervisors and
Education Program Supervisors designates
This Division

From:  **EDILBERTO L. OPLENARIA**
Schools Division Superintendent

185
DepEd-MALAYBALAY CITY DIVISION
RELEASED

Date: 9/17/13 Time: 11:34 P.M.
By: [Signature]

Date: September 16, 2013

Re: SPECIAL RANKING FOR SECONDARY SCHOOL TEACHER
APPLICANTS MAJOR IN MAPEH, FILIPINO, VALUES AND TLE

The field is hereby informed that this Office will conduct a special ranking of teacher applicants for the secondary level in four (4) major areas (MAPEH, Filipino, Values and Technology and livelihood Education -TLE) for SY 2012-2013.

The following documents must be addressed to the Schools Division Superintendent, Attention: Human Resource Management Officer on or before September 30, 2013.

1. CSC Form 212 in two (2) copies with the latest 2 x 2 ID picture
2. Certified photocopy of PRC Certificate of Registration/ License
3. Certified photocopy of Ratings obtained in the Licensure Examination for Teachers/ Professional Examination for Teachers
4. Certified copy of Transcript of Records for Baccalaureate Course
5. Copy of Service Record, Performance Rating and School Clearance for those with teaching experience
6. Certificate of Specialized Training
7. Certificate Copy of Voter's ID/ Any Proof of Residence
8. NBI Clearance
9. Omnibus Certification of Authenticity and Veracity of all documents submitted (Self-Certification)

All photocopies documents should be authenticated by the Administrative Officer; hence, the original copies of support documents should be brought to authenticate the photocopies.

For guidance of all concern.