



Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona St., City of Malaybalay

Memorandum to: Education Program Supervisors (Designate)
Public Schools District Supervisors
Elementary School Principals and Schools Heads
This Division

From: *M. Oplenaria*
EDILBERTO L. OPLENARIA,
OIC-Schools Division Superintendent

Date: April 11, 2013

Re: Deadline for submission of applications for *Perpetual*
ranking of Head Teacher I & Head Teacher III position.

2013-04-130
DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 4/11/13 Time: 9:29 AM
By: *[Signature]*

Please be informed that the deadline for submission of the applications for the *Perpetual* ranking of Elementary Head Teacher I and Head Teacher III position will be on April 18 2013.

Interested applicants must possess the following qualifications (*as stated in the Modified Qualification Standard DepED Order No.39, s.2007*):

Head Teacher I

1. Bachelor's Degree in Elementary Education or Bachelor's degree with 18 professional Education Units
2. HT for 1 year, or teacher for 3 years
3. Eligibility: RA1080

Head Teacher III

1. Bachelor's Degree in Elementary Education or Bachelor's degree with 18 professional Education Units
2. Head Teacher for 2 year; or TIC for 2 years; or Teacher for 5 years
3. Eligibility: RA1080

The following pertinent documents should be included to support the letter of application:

1. PDS Form 212 (3 copies)
2. Transcript of Records
3. Eligibility
PRC Rating
PRC License
4. Service Record with employee number
5. Performance Rating for the last three (3) consecutive rating period
6. Certificates/Proofs of Outstanding Accomplishments, training attended, recognition, etc.

Applications together with its support documents must be addressed to the Schools Division Superintendent, Attention: Human Resource Management Officer.

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

Immediate and wide dissemination of this Memorandum is desired.