



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4577

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



March 13, 2014

DIVISION MEMORANDUM

No. 94 s. 2014

125
DepEd MALAYBALAY CITY DIVISION
RELEASED

TO : Promotional Staff
Public Schools District Supervisors
Secondary School Heads
Section Heads and Staff
All Others Concerned

Date: 3-14-14 Time: 1:00 PM
By: [Signature]

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

RE : **RANKING FOR THE VACATED HEAD TEACHER I POSITION FOR SECONDARY SCHOOLS**

1. This is to inform the field that the ranking for the vacated **HEAD TEACHER I** position for Secondary schools is now open to all qualified applicant/candidates. Interested applicants should meet the herein qualification standards as embodied in DepEd Order No. 39, s. 2007 and DepEd Order No. 85, s. 2003 , to wit:

Education : **Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization.**

Experience : **Teacher-In-Charge (TIC) for 1 year; or Teacher for 3 years**

Training : **24 hours of relevant training**

Eligibility : **RA 1080 (Teacher)**

2. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:
 - CSC Form 212 (3 copies);
 - Transcript of Records;
 - Eligibility - PRC Rating and unexpired License;
 - Performance Rating
(at least Very Satisfactory for the last three (3) rating periods- 1st and 2nd Semester SY 2012-2013 and 1st Semester SY 2013-2014



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- or *Outstanding* for the last two (2) rating periods – 2nd Semester SY 2012-2013 and 1st Semester SY 2013-2014);
- Updated Service Record with Employee Number;
 - Designation Order as Teacher-In-Charge;
 - Certificates/Evidences of Outstanding/Meritorious Accomplishments:
 - a) Outstanding Employee Award;
 - b) Innovation work plan has been implemented with documented outputs; approved by immediate chief and attested by authorized regional/division official;
 - c) Research and Development Project
 - d) Publication/authorship;
 - e) Consultancy/Resource Speakership;
 - f) Linkages and Resource Mobilization;
 - Certificates of trainings attended not credited during the last promotions;
 - Chairmanship/Co-chairmanship of a technical/planning committee.
3. All documents submitted shall be duly authenticated by the Administrative Officer. Deadline for submission of application is on or before March 24, 2014. For inquiry, please see Mrs. Novem A. Sescon, HRMO I/Administrative Officer II.
 4. As reiterated in DepEd Order No. 66, s. 2007, the HRMO shall conduct preliminary evaluation of the qualifications of all applicants, prepare selection line-up which shall reflect the qualifications of candidates, notify all applicants of the outcome of the preliminary evaluation, and submit the selection line up to the PSB/C for deliberation *en banc*.
 5. Immediate and widest dissemination of the Memorandum is desired.

Copy furnished:

Records Section
AO File
HRMO File