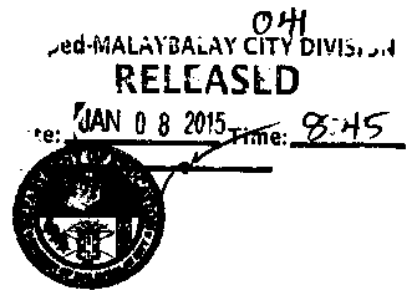




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City

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January 05, 2015

**DIVISION MEMORANDUM**

No. 006 s. 2014

**SELECTION AND RANKING FOR THE POOL OF QUALIFIED APPLICANTS FOR  
THE VACATED POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR**

**TO :** Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors  
Public Elementary School Heads  
All Others Concerned  
This Division

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

1. This is to inform the field that this Office is now accepting applications and pertinent documents for the **Selection and Ranking for the Pool of Qualified Applicants for the vacated position of PUBLIC SCHOOLS DISTRICT SUPERVISOR.**
2. Interested applicants should meet the herein qualification standards prescribed in the Civil Service Commission Revised Qualification Standards 1997 approved June 19, 1996 and DBM Circular No. 521 dated July 01, 2009 per section 13 of DepED Order No. 50, 2014, to wit:  

Education	:	Masters in Education or its equivalent
Experience	:	Two (2) years as Elementary School Principal III; or Four (4) years as Elementary School Principal II
Training	:	16 hours of relevant training
Eligibility	:	PBET/RA 1080 (Teacher)
3. 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 (Preferably with Special Order for those Doctoral Degree Holders);
  - Eligibility – PRC Rating and unexpired License;
  - Performance Rating (at least Very Satisfactory for the last three (3) rating periods - 1<sup>st</sup> Semester CY 2014; 1<sup>st</sup> and 2<sup>nd</sup> Semester CY 2013); or Outstanding for the last two (2) rating periods – 2nd semester CY 2013 and 1<sup>st</sup> semester CY 2014);
  - Updated Service Records with Employee Number;
  - Latest Appointment
  - Certificate/s of Outstanding/Meritorious Accomplishments;
  - Certificates of trainings attended not credited during the last promotion;
  - Office Order, Certificates of Recognition and the Project Plan/Work Plan for Chairmanship/Co-chairmanship of a technical/planning committee.
4. All documents submitted shall be duly authenticated by the Division Administrative Officer V, Jutchel L. Nayra, DPA. Deadline for submission of application is on or before **January 14, 2015** (Wednesday). For inquiry, please see Mrs. Novem A. Sescon, HRMO I/Administrative Officer II.
  5. As reiterated in *DepED Order No. 66, s. 2007, Section 1, Item Nos. 1-15*; 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*.
  6. The schedule of screening and interview will be on **February 02, 2015** (Monday) at the Division Office Conference Hall.
  7. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:

Records Section  
 HRMO Section – N. Sescon  
 PSB Chair – J. Adriatico  
 CSC Field Office

**TO BE POSTED IN THE WEBSITE**