



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



Sayre Highway, Purok 6, Casisang, Malaybalay City  
 Telefax # 088-81-2894, E-mail add: [depedmlyblycity@yahoo.com](mailto:depedmlyblycity@yahoo.com)

June 16, 2015

**DIVISION MEMORANDUM**

No. 194 s. 2015

532  
 MALAYBALAY CITY DIV.  
**RELEASED**  
 Date: 6-17-15 Time: 10:00  
 Verge *[Signature]*

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

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

**SUBJECT: SELECTION AND RANKING FOR POOL OF QUALIFIED APPLICANTS FOR RELATED TEACHING AND NON-TEACHING POSITIONS**

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for Related Teaching and Non Teaching Positions are now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 42, s. 2007, DepED Order No. 39, s. 2007 and DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Special Education Teacher I	refer to DepEd Order No. 12, s. 2011 guidelines in the allocation of the New Special Education Teacher I Items and DepED Order No. 7, s. 2015 Hiring Guidelines for Teacher I Positions Effective School year (SY) 2015-2016			

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

- CSC Form 212 (3 copies in black and in handwritten);
- Transcript of Records;
- Eligibility – PRC Rating and unexpired License;
- Performance Rating for the last three (3) rating periods;  
 1<sup>st</sup> and 2<sup>nd</sup> Semester SY 2014-2015;  
 1<sup>st</sup> and 2<sup>nd</sup> Semester SY 2013-2014;
- Updated Service Records;



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



Sayre Highway, Purok 6, Casisang, Malaybalay City  
Telefax # 088-81-2894, E-mail add: [depedmlyblycity@yahoo.com](mailto:depedmlyblycity@yahoo.com)

---

- 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 June 22, 2015. For inquiry, please see Guia Ma. G. Gamutin Personnel Unit.
  
- 4. The schedule of screening and interview will be announced later.
  
- 5. Immediate and wide dissemination of this memorandum is desired.

Copy Furnished:  
Personnel Unit  
Records Unit

TO BE POSTED ON THE WEBSITE