



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: [depedmhyblycity@yahoo.com](mailto:depedmhyblycity@yahoo.com)



June 22, 2015 <sup>CAST</sup> Malaybalay City Div.

**RELEASED**

Date: 6-24-15 Time: 11:00  
 By: Vergel Sison

**DIVISION MEMORANDUM**

No. 204 s. 2015

**TO :** Chief Education Supervisor & Staff, Curriculum Implementation Division  
 Chief Education Supervisor & Staff, Schools Governance & Operations Division  
 Public Schools District Supervisors  
 School Heads (Elem. & Secondary)  
 Section/Unit Heads and Staff  
 All Others Concerned

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

**RE :** SELECTION AND RANKING FOR POOL OF QUALIFIED APPLICANTS FOR  
 SECONDARY SCHOOL PRINCIPAL IV POSITION

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for Secondary School Principal IV Position is 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
Secondary School Principal IV	Bachelor's degree in Secondary Education; Bachelor's Degree with 18 Professional Education Units + 6 units in Management	3 years as Principal	40 hours of relevant training	RA1080 (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 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;
  - Certificate/s of Outstanding/Meritorious Accomplishment;



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- 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. Porrás. Deadline for submission of application is on or before June 30, 2015. For inquiry, please see Guía 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:  
Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE