



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



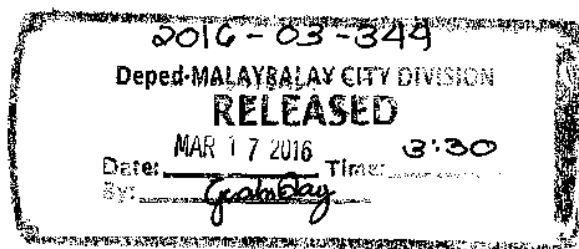
Sayre Highway, Purok 6, Casisang, Malaybalay City
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March 16, 2016

DIVISION MEMORANDUM

No. 135 s. 2016

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



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

RE : SELECTION AND RANKING FOR POOL OF QUALIFIED APPLICANTS FOR
 SECONDARY SCHOOL HEAD TEACHER I POSITIONS.

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

Position	Education	Experience	Training	Eligibility
Head Teacher I	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 Prof. Education Units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 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 (in black and in handwritten);
- Transcript of Records;
- Eligibility – PRC Rating and unexpired License;



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- Performance Rating for the last three (3) rating periods;
2nd Semester SY 2013-2014; 1st and 2nd Semester SY 2014-2015
1st Semester SY 2015-2016;
 - Updated Service Records;
 - 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. Porrás. Deadline for submission of application is on or before **March 29, 2016**. 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:
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE