



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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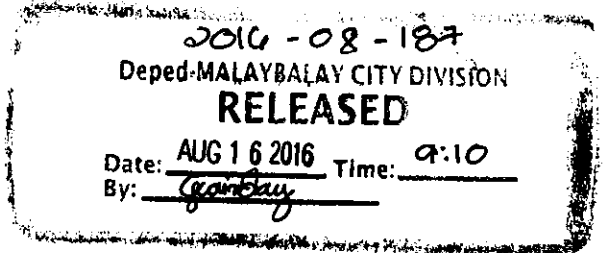


August 11, 2016

**DIVISION MEMORANDUM**

No. 410 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  
 Schools Division Superintendent

**RE :** SELECTION AND RANKING FOR POOL OF QUALIFIED APPLICANTS FOR  
 THE SENIOR HIGH SCHOOL RELATED TEACHING POSITIONS

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for the Senior High School Related Teaching Positions are now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 19 & 41, s. 2016 and DepED Order 42, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
School Principal II (Senior High School)  (SG 20)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (teacher)
Assistant School Principal II (Senior High School)  (SG 19)	Bachelor's degree in Education or its equivalent with a major or minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 (teacher) Principal's Test Passer

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

- CSC Form 212;
- Transcript of Records;
- Eligibility – PRC Rating and unexpired License;
- Performance Rating for the last three (3) rating periods; (NUMERICAL RATING)



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- 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. Porras. Deadline for submission of application is on or before August 19, 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