



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



DIVISION MEMORANDUM

No. 027 s. 2016

2016-11-288
 DepEd-MALAYBALAY CITY DIVISION
RELEASED
 Date: NOV 21 2016 Time: 11:50
 By: Gambay

TO: Chief Education Supervisor & Staff, Curriculum Implementation Division
 Chief Education Supervisor & Staff, Schools Governance & Operations Division
 Elementary School Heads
 All Others Concerned

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

DATE: November 16, 2016

RE: SELECTION AND COMPARATIVE ASSESSMENT FOR ELEMENTARY HEAD TEACHER I POSITIONS

This is to inform the field that the Selection and comparative assessment for elementary 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. 42, s. 2007, DepED Order No. 39, s. 2007 and DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Head Teacher I	Bachelor's Degree in Elem. Education; or Bachelor's Degree with 18 Prof. Education Units	Teacher In Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)

- Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:
 - CSC Form 212 (1 copy in black and in handwritten);
 - Transcript of Records;



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- Eligibility – PRC Rating and unexpired License;
 - Performance Rating for the last three (3) rating periods;
 - 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.
2. 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 November 25, 2016. For inquiry, please see Guia Ma. G. Gamutin Personnel Unit.
 3. The schedule of screening and interview will be announced later.
 4. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE