



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

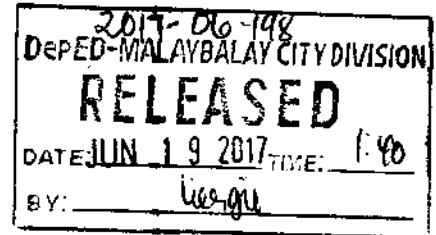
Sayre Highway, Purok 6, Casisang, Malaybalay City
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DIVISION MEMORANDUM

No. 290 s. 2017

TO: Chief Education Supervisor & Staff, CID and SGOD
 Public Schools District Supervisors
 Elementary School Heads
 Section/Unit Heads and Staff
 All Others Concerned



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

DATE: June 19, 2017

RE: **SELECTION AND COMPARATIVE ASSESSMENT FOR ELEMENTARY HEAD
 TEACHER I POSITION**

This is to inform the field that the Selection and Comparative Assessment for Elementary Head Teacher I 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, and DepED Order No. 39, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Head Teacher I (SG 14)	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)

1. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:
 - CSC Form 212 (revised 2017);
 - Transcript of Records;
 - Eligibility – PRC Rating and unexpired License;
 - Performance Rating for the last three (3) rating periods;
 - 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.
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 **June 22, 2017**. 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