




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](mailto:depedmlyblycity@yahoo.com)

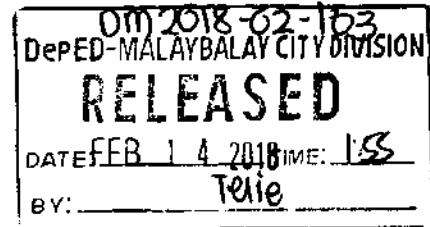


**DIVISION MEMORANDUM**

No. 103 s. 2018

TO: Chief Education Supervisor & Staff – CID and SGOD  
Elementary and Secondary School Heads  
This Division

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



DATE: February 12, 2018

RE: SUBMISSION OF PERTINENT DOCUMENTS FOR THOSE WHO ARE PRINCIPAL'S TEST PASSERS AND INTERESTED TO BE DESIGNATED AS OFFICER IN CHARGE IN THE SECONDARY SCHOOLS AND IN THE NEWLY OPENED ELEMENTARY SCHOOLS WITHIN THE DIVISION

This is to inform the field that the those teachers who are Principal's Test Passers and interested to be designated as Officer in Charge in the Secondary Schools and in the newly opened Elementary Schools within the Division may submit the following documents for evaluation to wit:

- Letter of Intent address to the Schools Division Superintendent
- CSC Form 212 (1 copy in black ink and in handwritten)
- Transcript of Records
- Eligibility – PRC Rating and unexpired License
- Performance Rating for the last three (3) rating periods (Numerical Rating)
- Updated Service Records
- Certificate/s of Outstanding/Meritorious Accomplishment
- Outstanding Employee Award
- Innovations (Conceptualized an innovative work plan, properly documented, approved by immediate chief & attested by authorized regional/division official)
- Research and Development Projects
- Publication/Authorship
- Consultancy/Resource Speakership
- Education and Training
- Certificates of trainings attended
- Chairmanship/Co-chairmanship of a technical / planning committee

All documents submitted shall be authenticated by the Administrative Officer IV-Records, Florabelle R. Porras. Deadline for submission of application is on or before February 20, 2018. For inquiry, please see Guia Ma. G. Gamutin in the Personnel Unit.

The schedule of screening and interview will be announced later.

Immediate and wide dissemination of this memorandum is desired.

Copy furnished:

Records Unit

Personnel Unit

TO BE POSTED IN THE WEBSITE