



Republic of the Philippines
Department of Education
 DIVISION OF MALAYBALAY CITY

DM 358
 DEPED-MALAYBALAY CITY DIVISION
RELEASED
 DATE: AUG 02 2018 TIME: 10:58
 BY: *[Signature]*

DIVISION MEMORANDUM

No. 358 s. 2018

**TO: Assistant Schools Division Superintendent
 Chief Education Supervisors and Staff, CID and SGOD
 School Heads (Elementary and Secondary)
 Section/Unit Heads and Staff
 All Others Concerned**

FROM: REBONFAMIL R. BAGUIO
 Schools Division Superintendent *[Signature]*

DATE: July 31, 2018

**RE: MERIT SELECTION AND COMPARATIVE ASSESSEMENT FOR SCHOOL
 PRINCIPAL II, SENIOR EDUCATION PROGRAM SPECIALIST, AND
 EDUCATION PROGRAM SPECIALIST II POSITIONS**

This is to inform the field that the merit selection and comparative assessment for **School Principal II, Senior Education Program Specialist, and Education Program Specialist II** positions are now open to all qualified applicants. Interested applicants should meet the minimum Qualification Standards provided in DepED Order No. 66, s. 2007 and DepEd Order 42, s. 2007, to wit:

Position	Education	Experience	Training	Eligibility
School Principal II (Secondary) (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)



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

Education Program Specialist II (SG16)	Bachelor's Degree in Elem. Education; or Bachelor's Degree with 18 Prof. Education Units	2 years experiences in education research, development, implementation or other relevant experience	4 hours of relevant training	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second level
Senior Education Program Specialist (SEPS) (SG19)	Bachelor's degree in education or its equivalent & CAR for M.A degree relevant to the job	2 yrs. in education research, development, implementation or other relevant experience	16 hours of relevant training	PBET; teacher career service (professional) appropriate eligibility for second level position

Interested and qualified applicants should signify in writing. Attach the following documents to the application letter:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Photocopy of Transcript of Records;
3. Photocopy of certificate of eligibility/PRC rating and unexpired License;
4. Performance Rating for the last three (3) years with numerical rating duly signed by the rater and ratee per rating period.

Performance rating in the present position for one (1) year (if applicable)

Section 95, Rule IX of CSC MC No. 24, s. 2017 states that, "An employee should have obtained at least Very Satisfactory performance rating for one (1) year in the present position before being considered for promotion."



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

Item III.A. of DepED Order No. 66, s. 2007 also provides that the "*Performance Rating of the candidates for the last three (3) rating periods prior to screening should be at least Very Satisfactory.*"

5. Updated Service Records;
6. Certificate/s of Outstanding/Meritorious Accomplishment;
7. Outstanding Employee Award;
8. Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official);
9. Research and Development Projects;
10. Publication/Authorship;
11. Consultancy/Resource Speakership;
12. Education and Training;
13. Certificates of trainings attended not credited during the last promotion;
14. Chairmanship/Co-chairmanship of a technical / planning committee.
15. Omnibus certification as to authenticity and veracity of all documents submitted.

Deadline for submission of application will be on **August 15, 2018 until 5:00PM only**. Queries relative to this can be relayed to Jutchei L. Nayra, Administrative Officer V/OIC- Personnel Services (09363966953).

For immediate and widest dissemination.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE