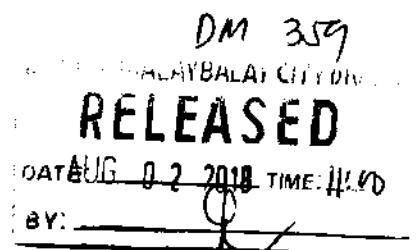




Republic of the Philippines  
**Department of Education**  
DIVISION OF MALAYBALAY CITY

**DIVISION MEMORANDUM**

No. 359 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

**DATE:** July 31, 2018

**RE: MERIT SELECTION AND COMPARATIVE ASSESSEMENT FOR HEAD  
TEACHER I POSITION**

This is to inform the field that the merit selection and comparative assessment for **Head Teacher I** position is now open to all qualified applicants. Interested applicants should meet the minimum Qualification Standards provided 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)



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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](http://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."*

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 Jutchel L. Nayra, Administrative Officer V/OIC-Personnel Services (09363966953).

For immediate and widest dissemination.

Copy furnished:

Records Unit and Personnel Unit

TO BE POSTED IN THE WEBSITE

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Zone 6, Sayre Highway, Barangay Casisang, Malaybalay City

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Website: [depedmalaybalay.net](http://depedmalaybalay.net); Email: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph); [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)