



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Sayre Highway, Purok 6, Casisang, Malaybalay City  
Website: <http://depedmalaybalay.net>



**DIVISION MEMORANDUM**

No. 426 s. 2018

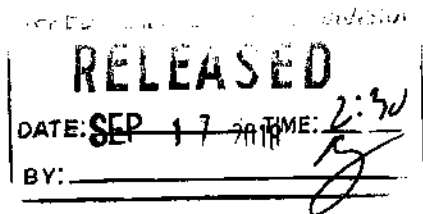
**TO:** Assistant Schools Division Superintendent  
Chief Education Program Supervisors, CID and SGOD  
School Heads (Elementary and Secondary)  
All Section/Unit Heads  
All Others Concerned  
This Division

**FROM:** REBONFAMIL R. BAGUIO  
Schools Division Superintendent

**DATE:** September 17, 2018

**RE:** ADDENDUM TO DIVISION MEMORANDUM 416, S. 2018 RE: MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR TEACHER II (ELEMENTARY), TEACHER III (ELEMENTARY), AND TEACHER II (SECONDARY)

DA-2018-09-426



1. Paragraph 2 of Division Memorandum 416, s. 2018 states that this Office advises all concerned teachers to bring their approved ERF and supporting documents. Supporting documents necessary for this comparative assessment pursuant to DepEd Order No. 66, s. 2018 are as follows:

- CSC Form 212 (revised 2017);
- Transcript of Records;
- Eligibility – Certificate of Eligibility / PRC Rating and unexpired License;
- Performance Rating for the last three (3) years; (Numerical Rating)
- 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. Omnibus certification as to authenticity and veracity of all documents submitted must be notarized.

3. Queries relative to this can be relayed to Guia Ma. G. Garnutin at 0917-706-7745.

Copy furnished:

Records Unit  
Personnel Unit

TO BE POSTED IN THE WEBSITE