

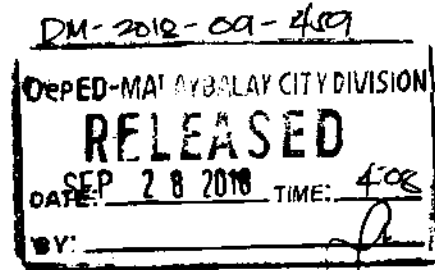


Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
 Sayre Highway, Purok 6, Casisang, Malaybalay City



DIVISION MEMORANDUM

No. 459 s. 2018



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

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

DATE: September 28, 2018

RE: **MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR HEAD
 TEACHER III (ELEMENTARY AND SECONDARY) AND HEAD
 TEACHER I (SECONDARY)**

1. This is to inform the field that the Merit Selection and Comparative Assessment for Head Teacher III (Elementary and BNHS) and Head Teacher I for Busdi Integrated School are now open to all qualified applicants/candidates. Interested applicants should meet the Qualification Standards provided in DepED Order No. 42, s. 2007, and DepED Order No. 39, s. 2007:

Position	Education	Experience	Training	Eligibility
Head Teacher III (SG 16) <i>(for BNHS and for Elementary)</i>	Bachelor's Degree in Sec./Elem. Education; or Bachelor's Degree with 18 Prof. Education Units (with appropriate field of specialization)	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA1080 (Teacher)
Head Teacher I (SG 14) <i>(for Busdi IS)</i>	Bachelor's Degree in Sec. Education; or Bachelor's Degree with 18 Prof. Education Units (with appropriate field of specialization)	HT for 1 year; or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)

2. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City



-
- CSC Form 212 (revised 2017);
 - Transcript of Records;
 - Eligibility – PRC Rating and unexpired License;
 - Performance Rating for the last three (3) years;
(at least 1 year in the present position)
 - 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.
 - Omnibus certification as to authenticity and veracity of all documents submitted
 - Letter of willingness to be assigned anywhere in the Division

3. Deadline for submission of application documents will be on **October 5, 2018**. Queries relative to this can be relayed to Guia Ma. Gamutin at 09177067745.

4. The schedule of screening and interview will be announced later.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE