



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

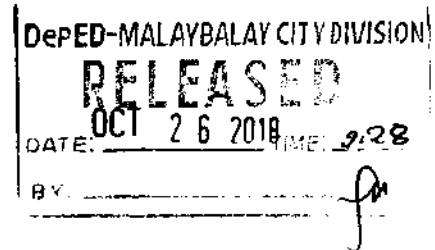


**DIVISION MEMORANDUM**

No. 502, s. 2018

DM-2018-10-502

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




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

DATE : October 26, 2018

RE : **MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR  
 ELEMENTARY SCHOOL PRINCIPAL II**

1. This is to inform the field that the Comparative Assessment for Elementary School Principal II is now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 39, s. 2007 and DepED Order No. 42, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
School Principal II (Elementary)  (SG 20)	Bachelor's degree in Elementary 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)

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

- CSC Form 212 (revised 2017);
- Transcript of Records;
- Eligibility – PRC Rating and unexpired License;
- Performance Rating for the last three (3) years (numerical rating);  
 (at least 1 year in the present position)



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



- 
- Updated Service Record;
  - 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 submitted documents duly notarized

3. Deadline for submission of application documents will be on **November 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 ON THE WEBSITE**