



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 266, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Elementary School Heads
All Others Concerned

08-260
DEPED MALAYBALAY CITY DIVISION
RECEIVED
DATE: 8/8/2019 TIME: 11:00
BY: [Signature]

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent
07/10/19

DATE: August 6, 2019

RE: **COMPARATIVE ASSESSMENT FOR ELEMENTARY TEACHERS WILLING TO BE ASSIGNED AS TEACHER IN CHARGE**

1. This is to inform the field of the Comparative Assessment for Elementary Teachers who are at least Teacher III; has been in the service for at least 5 years and are willing to be assigned as Teacher In Charge is 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:

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;
(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;



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- 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 **August 13, 2019**. Queries relative to this can be relayed to Guia Ma. G. Villahermosa 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