



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

127-219-09-331
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: SEP 23 2019
BY: [Signature]

DIVISION MEMORANDUM

No. 331, s. 2019

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

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent
[Signature]

DATE: September 23, 2019

RE: **MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR RECLASSIFICATION OF SECONDARY HEAD TEACHER I**

1. This Office announces the Merit Selection and Comparative Assessment for reclassification for Secondary Head Teacher I for **Managok NHS, Bangcud NHS, Malaybalay City NSHS, Malaybalay City NHS, Casisang NHS, Silae NHS, St. Peter NHS, San Martin Agro-NHS and Apo Macote NHS**. Interested applicants/candidates should meet the Qualification Standards provided in DepED Order No. 39 and 42, s. 2007, and DepED Order 97, s. 2011:

Education	Experience	Training	Performance Rating
At least 12 MA units in the fields of Administration, Supervision, Leadership or Management	3 years teaching experience and TIC or OIC for at least 1 year in public schools	24 hours of relevant training initiated, sanctioned, approved / recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years

2. Qualified applicants must have six (6) teachers to supervise in the same subject area. Thus, required to submit their letter of intent together with the support documents with proper ear-tag as enumerated below:

- CSC Form 212 (revised 2017);



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- Transcript of Records;
- Updated Service Records;
- Performance Rating for the last three (3) years;
(at least 1 year in the present position)
- Certificates / Proofs of Outstanding Accomplishment;
- Equivalent Record Form for Head Teacher I;
- Updated Enrolment Data School Form 4 (SF4);
- List of Teachers to be supervised (at least 6 Teachers in the same subject area);
- Eligibility – PRC Rating and unexpired License;
- 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

3. Deadline for submission of application documents will be on **September 30, 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