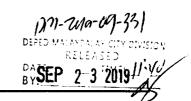


## Republic of the Philippines **Department of Education** Region X- Northern Mindanao **DIVISION OF MALAYBALAY CITY**



**DIVISION MEMORANDUM** 

, s. 2019

TO:

**Assistant Schools Division Superintendent** Chief Education Supervisor, CID and SGOD **Public Secondary School Heads** 

All Others Concerned

FROM: REBONFAMIL R. BAGUIO h/

Schools Division Superintendent

DATE:

September 23, 2019

RE:

SELECTION AND COMPARATIVE ASSESSMENT MERIT **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);

Sayre Hi-way, Casisang, Malaybalay City Telefax #: 088-314-0094, Tel.# 088-813-1246 Website: http://depedmalaybalay.net

Email: malaybalay.city@deped.gov.ph; depedmalaybalay@gmail.com



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

- 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

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