



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

PM 2020-06-242
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 7-2-2020 TIME: 2:36
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DIVISION MEMORANDUM

No. 242 s. 2020

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

FROM: **VICTORIA V. GAZO, PhD., CESO V**
Schools Division Superintendent

DATE: June 19, 2020

**SUBJECT: ANNOUNCEMENT OF VACANCY FOR ELEMENTARY SCHOOL
SPECIAL EDUCATION TEACHER I**

1. This Office announces the selection process of the vacant Elementary School Special Education Teacher I in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 7, s. 2015 for new applicants and DepED Order No. 66, s. 2007 for promotion to wit:

Position	Education	Experience	Training	Eligibility
Special Education Teacher I (SG 14)	DepED Order No. 7, s. 2015 Hiring Guidelines for Teacher I Positions Effective School year (SY) 2015-2016 DepED Order No. 66, s. 2007 Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions			

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **June 29, 2020**.

- 2.1. Application letter addressed to the Schools Division Superintendent
- 2.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2





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picture attached

- 2.3. Copy of transcript of records
 - 2.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
 - 2.5. Performance Ratings for the last three (3) years (numerical)
 - 2.6. Updated Service Records
 - 2.7. Certificate/s of Outstanding/Meritorious Accomplishment;
 - a) Outstanding Employee Award;
 - b) Proof of Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - c) Research and Development Projects;
 - d) Publication/Authorship;
 - e) Consultancy/Resource Speakership;
 - 2.8. Certificates of trainings attended not credited during the last promotion;
 - 2.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
 - 2.10. Omnibus certification as to authenticity and veracity of all documents submitted.
3. Qualified applicants shall be notified on the date of interview which shall be on June 2020. They shall bring the original copy of their pertinent documents during the interview.
4. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09177067745.
5. Immediate dissemination of this memorandum is desired.

Copy Furnished:

Personnel Unit
Records Unit

TO BE POSTED ON THE WEBSITE



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