



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

DM 2020-06-250  
 DEPED MALAYBALAY  
 RELEASED  
 DATE: 24 2020 1:43  
 JUN 24 2020

**DIVISION MEMORANDUM**

No. 250, s. 2020

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

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

**DATE:** June 24, 2020

**SUBJECT: ANNOUNCEMENT OF VACANCIES FOR ELEMENTARY SCHOOL  
 TEACHER II AND III POSITION**

1. This Office announces the selection process of the vacant Elementary School Teacher II and Teacher III in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 as follows:

Position	Education	Experience	Training	Eligibility
Teacher III (SG13) Teacher II (SG12)	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 Prof. Education Units	3 years relevant experience	None required	RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **July 1, 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 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;





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- 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 July 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:

Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE



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