



2020-19210

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

DM 2020-09-339  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: \_\_\_\_\_ TIME: 11:23  
SEP 10 2020 *[Signature]*

**DIVISION MEMORANDUM**

No. 339, s. 2020

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

**FROM:** For the Schools Division Superintendent

*[Signature]*  
**ALIENA S. DAJAY, PhD., CESE**  
Assistant Schools Division Superintendent

**DATE:** September 10, 2020

**SUBJECT: ANNOUNCEMENT OF VACANCY FOR ELEMENTARY SCHOOL PRINCIPAL I**

1. This Office announces the selection process of the vacant Elementary School Principal I in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 39, and 42, s. 2007 for Elementary School Principal I to wit:

Position	Education	Experience	Training	Eligibility
School Principal I (Elementary) (SG 19)	Bachelor's Degree in Elem. Education; or Bachelor's Degree with 18 Prof. Education Units	At least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III (per DepED Order No. 42, s. 2007)	40 hrs. of relevant training	RA 1080 (Teacher) and Principal Test Passers

2. Interested qualified applicants are required to submit the following pertinent documents **properly ear marked** to this Office on or before **September 18, 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





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- 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 October 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

