



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

2020-19211

DM 2020-09-340
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: SEP 10 2020 TIME: 11:23
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DIVISION MEMORANDUM

No. 340, 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


ALIENA S. DAJAY, PhD., CESE
 Assistant Schools Division Superintendent

DATE: September 10, 2020

SUBJECT: ANNOUNCEMENT OF VACANCY FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR POSITION

1. This Office announces the selection process of the vacant PSDS position in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 26, s. 2016 and DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Public Schools District Supervisor (SG 22)	Master's Degree in Education or other relevant Master's Degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)

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





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- 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 Sworn Statement duly notarized (downloadable at depedmalaybalay.net)
3. Qualified applicants shall be notified on the date of interview which shall be anytime 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 IN THE WEBSITE

