



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

DM 2020-9-955  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: SEP 16 2020 10:50  
 BY: [Signature]

**DIVISION MEMORANDUM**

No. 755, 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:** September 17, 2020

**SUBJECT: ANNOUNCEMENT OF VACANCY FOR SECONDARY SCHOOL HEAD TEACHER I**

1. This Office announces the selection process of the vacant Secondary School Head Teacher 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 Secondary School Head Teacher I to wit:

Position	Education	Experience	Training	Eligibility
Head Teacher I (SG 14)	Bachelor's Degree in Sec. Education; or Bachelor's Degree with 18 Prof. Education Units (with appropriate field of specialization)	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **September 25, 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



Purok 6, Casisang, Malaybalay City  
 Telefax (088) 314-0094  
 Email: Malaybalay.city@gmail.com



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- 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 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



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