

DM2020-9-955

UEPED MALAYBALAY CITY DIVISION

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BY:

### Republic of the Philippines

# Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

#### **DIVISION MEMORANDUM**

No. <u>755</u>, 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

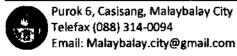
DATE: September 17, 2020

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





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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