



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

DM 2021-01-025  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: JAN 22 2021 TIME: 2:55  
 [Signature]

**DIVISION MEMORANDUM**

No. 025, s. 2021

**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:** January 21, 2021

**SUBJECT: ANNOUNCEMENT OF VACANCY FOR ELEMENTARY SCHOOL HEAD  
 TEACHER III**

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

Position	Education	Experience	Training	Eligibility
Head Teacher III (SG 16)	Bachelor's Degree in Elem. Education; or Bachelor's Degree with 18 Prof. Education Units	HT for 2 years; or TIC for 2 years; or Teacher for 5 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 **January 29, 2021**.

- 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 / Certificate of Employment
- 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;





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

---

- 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 February 2021. 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

