



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

DM 2021-01-040
DEPED MALAYBALAY C.
RELEASED
DATE: _____ TIME: 2:00.
BY: glaw
JAN 29 2021

DIVISION MEMORANDUM

No. 040, s. 2021

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

FROM: VICTORIA V. GAZO, PhD., CESO V
Schools Division Superintendent

DATE: January 28, 2021

**SUBJECT: ANNOUNCEMENT OF VACANCIES FOR SECONDARY SCHOOL
TEACHER II AND III POSITIONS (BNHS)**

1. This Office announces the selection process of the vacant Secondary School Teacher II and Teacher III for Bukidnon National High School in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 as follows:

| Position | Education | Experience | Training | Eligibility |
|-----------------------|--|-----------------------------------|------------------|----------------------|
| Teacher III (SG13) | Bachelor's Degree in Secondary Education; or | 3 years relevant experience | None required | RA 1080 (Teacher) |
| Teacher II (SG 12) | Bachelor's Degree with 18 Prof. Education Units | | | |

2. Interested qualified applicants are required to submit the following pertinent documents **properly ear marked to Bukidnon National High School** on or before **February 5, 2021**.

- 2.1. Application letter addressed to the Schools Division Superintendent through the School Principal
- 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
- 2.7. Certificate/s of Outstanding/Meritorious Accomplishment;
a) Outstanding Employee Award;



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- 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 the first week of March 2021. They shall bring the original copy of their pertinent documents during the interview.
4. Attached is Division Memorandum No. 476, s. 2020 for the composition and duties and responsibilities of the Division and School HRMPSB for guidance. 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.

Encl: DM No. 476, s.2020

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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DM2020-12-476
MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 476, s. 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads, Non-Implementing Units
This Division

FROM: VICTORIA V. GAZO, PhD., CESO V
Schools Division Superintendent

RE: Composition of the Division and School Human Resource Merit Promotion and Selection Board (HRMPSB)

DATE: November 24, 2020

1. Effective immediately, the composition of the Division and Schools Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reorganized as follows:

A. Non-Teaching Position (Level 1 and Level 2)

Chairman: ALIENA S. DAJAY, ASDS
Members: LORENZO O. CAPACIO, SGOD Chief
RALPH T. QUIROG, CID Chief
MANUEL D. DINLAYAN, II, DPA, Administrative Officer V
GUITA MA. G. VILLAHERMOSA, AO-IV/Personnel
ALMACO F. A. VILLANUEVA, JR., AO-IV/Non-Teaching Asso. Rep.

Alternate Member: FLORABELLE R. PORRAS, AO-IV/Records

B. Education Program Supervisor (EPS) Position

Chairman: ALIENA S. DAJAY, ASDS
Members: LORENZO O. CAPACIO, SGOD Chief
RALPH T. QUIROG, CID Chief
MANUEL D. DINLAYAN, II, DPA, Administrative Officer V
GUITA MA. G. VILLAHERMOSA, AO-IV/Personnel
LUIS S. ALAJAR, EPS Representative



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Alternate Members: ANALY L. OCIER, EPS
FLORABELLE R. PORRAS, AO-IV/Records

C. Public Schools District Supervisor (PSDS) Position

Chairman: ALIENA S. DAJAY, ASDS
Members: LORENZO O. CAPACIO, SGOD Chief
RALPH T. QUIROG, CID Chief
MANUEL D. DINLAYAN, II, DPA, Administrative Officer V
GUIA MA. G. VILLAHERMOSA, AO-IV/Personnel
ROMIL T. JABONERO, PSDS Representative

Alternate Members: JOVY G. MOLINA, PSDS
FLORABELLE R. PORRAS, AO-IV/Records

D. Master Teacher I and Master Teacher II Position (Elementary and Secondary)

Chairman: ALIENA S. DAJAY, ASDS
Members: LORENZO O. CAPACIO, SGOD Chief
RALPH T. QUIROG, CID Chief
MANUEL D. DINLAYAN, II, DPA, Administrative Officer V
GUIA MA. G. VILLAHERMOSA, AO-IV/Personnel
IRENE A. DINLAYAN, MTI/ MCDFTA Vice Pres. (Elem.)
LEPELYN S. VALDEZ, MTII/ MCDFTA President (Secondary)
Head of School where the vacancy exists (Secondary)

Alternate Members:
DULCE L. VILLANUEVA, MT-I/MCDFTA Rep. (Elem.)
FLORABELLE R. PORRAS, AO-IV/Records

E. Head Teacher and Principal Positions (Elementary and Secondary)

Chairman: ALIENA S. DAJAY, ASDS
Members: LORENZO O. CAPACIO, SGOD Chief
RALPH T. QUIROG, CID Chief
MANUEL D. DINLAYAN, II, DPA, Administrative Officer V
GUIA MA. G. VILLAHERMOSA, AO-IV/Personnel
SUSAN S. OLANA, P-IV/DAPSHI President (Secondary)
BENJAMIN M. BUHAWE, P-II/PESPA President (Elementary)

Alternate Members: SUNNY M. ROJAS, P-I/PESPA Vice President
ELSON L. DAHILOG, ASP-II/DAPSHI Vice President



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FLORABELLE R. PORRAS, AO-IV/Records

Secretariat (Division Level Assessment):

LIEZL JANE L. PADRONES, ADA VI
LOUELLA CHRISTIE S. TOYLO, ADA VI
AMORELLE FAITH P. GO, ADA VI

F. Teacher II and Teacher III Positions (Elementary and Secondary)

Elementary

Chairman: Principal / School Head

Members: Four (4) members from among the Grade Level Chairpersons
One (1) secretariat

Secondary

Chairman: Principal / School Head

Members: Department Head where the vacancy exists
Department Head
Administrative Officer
President of Teacher's Association
One (1) secretariat

2. Pursuant to DepEd Order No. 66 s. 2007 on Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions, DepEd Order 29, s. 2002 Merit Selection Plan of the Department of Education, and the 2017 Omnibus Rules on Appointments and Other Human Resource Action (Revised 2018), the following are the duties and responsibilities of the Human Resource Merit Promotion and Selection Board:

- 2.1 Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a) Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - b) Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
- 2.2 Disseminate screening procedure and criteria for selection to all DepEd officials, employees, and interested applicants. Any modification of the procedure and criteria for selection shall, likewise be properly disseminated.
- 2.3 Prepare a systematic assessment of the competence and qualifications of the candidates for appointment. Maintain fairness and impartiality in the assessment of



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candidates. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovation schemes in determining the best and most qualified candidate.

- 2.4 Evaluate and deliberate en banc the qualifications of those listed in the selection line up.
- 2.5 Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 thereof.

- 2.6 Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC.
- 2.7 Orient DepEd officials and employees pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.

3. Previous issuances inconsistent with this memorandum are deemed revoked.

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