



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

2022-45909

DM-2022-01-044  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: JAN 20 2022  
 BY: [Signature]

**DIVISION MEMORANDUM**

No. 044, s. 2022

**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 19, 2022

**SUBJECT: ANNOUNCEMENT OF VACANCY FOR ASSISTANT SCHOOL PRINCIPAL II (SENIOR HIGH SCHOOL)**

1. This Office announces the selection process of the vacant Assistant School Principal II (Senior High School) in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 19 and 41, s. 2016 for SHS Assistant School Principal II to wit:

Position	Education	Experience	Training	Eligibility
Assistant School Principal II (Senior High School) (SG 19)	Bachelor's degree in Education or its equivalent with a major or minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 (teacher) and must be a Principal's Test Passer

2. Interested qualified applicants are required to submit the following pertinent documents **properly ear marked** to this Office on or before **January 28, 2022**

- 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
- 2.7. Certificate/s of Outstanding/Meritorious Accomplishment;





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- 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 February 2022. 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

