



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

DM: 2022-02-064
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: FEB 04 2022 TIME: 1:07 pm
 BY: _____

DIVISION MEMORANDUM

No. 064, s. 2022

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

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

DATE: February 3, 2022

RE: **MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR RECLASSIFICATION OF SECONDARY HEAD TEACHER I**

1. This Office announces the Merit Selection and Comparative Assessment for reclassification for Secondary Head Teacher I for the newly created **Integrated Schools and Legislated High Schools**. Interested applicants/candidates should meet the Qualification Standards provided in DepED Order No. 39 and 42, s. 2007, and DepED Order 97, s. 2011:

Position	Education	Experience	Training	Performance Rating
Head Teacher I (Secondary for reclass)	At least 12 MA units in the fields of Administration, Supervision, Leadership or Management	3 years teaching experience and TIC or OIC for at least 1 year in public schools	24 hours of relevant training initiated, sanctioned, approved / recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years



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2. Qualified applicants must have six (6) teachers to supervise in the same subject area. Thus, required to submit their letter of intent together with the support documents with proper ear-tag as enumerated below:

- CSC Form 212 (revised 2017);
- Transcript of Records;
- Updated Service Records;
- Performance Rating for the last three (3) years;
(at least 1 year in the present position)
- Certificates / Proofs of Outstanding Accomplishment;
- Equivalent Record Form for Head Teacher I;
- Updated Enrolment Data School Form 4 (SF4);
- List of Teachers to be supervised (at least 6 Teachers for Secondary);
- Eligibility – PRC Rating and unexpired License;
- Outstanding Employee Award;
- Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official);
- Research and Development Projects;
- Publication/Authorship;
- Consultancy/Resource Speakership;
- Education and Training
- Certificates of trainings attended not credited during the last promotion;
- Chairmanship/Co-chairmanship of a technical / planning committee.
- Omnibus certification as to authenticity and veracity of all documents submitted

3. Deadline for submission of application documents will be on **February 18, 2022**. Queries relative to this can be relayed to Guia Ma. G. Villahermosa at 09177067745.

4. The schedule of screening and interview will be announced later.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE



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