



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

DIVISION MEMORANDUM

No. 665, s. 2022

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

DM- 2022-02 - 665
 DEPED MALAYBALAY CITY DIVISION
 RELEASED 1:07 pm
 DATE: FEB 04 2022
 BY: _____

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

DATE: February 3, 2022

RE: **MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR RECLASSIFICATION OF ELEMENTARY SCHOOL PRINCIPAL II**

1. This Office announces the Merit Selection and Comparative Assessment for reclassification for Elementary School Principal II. 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
Principal II (Elementary)	Master's degree in the fields of administration, supervision, leadership or management plus six (6) doctoral units	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned, approved / recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last three (3) consecutive years; or Outstanding for the last two (2) consecutive years

2. Qualified applicants must have at least six (6) teachers to supervise. 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);



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- 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 School Principal I;
- Updated Enrolment Data School Form 4 (SF4);
- SBM Task Force's Certification as to the rating obtained in the Internal and External Stockholder's Assessment
- List of Teachers to be supervised;
- 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 the Personnel Unit number 0907-688-9009.

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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