



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

DM-2022-06-322
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 DATE: UN 8/10/2022 Time: 10:00
 By: _____

DIVISION MEMORANDUM

No. 322, 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: June 1, 2022

SUBJECT: ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING AND RELATED TEACHING POSITIONS

1. This Office announces the selection process of the vacancies for Non-Teaching and Related Teaching Positions in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Administrative Aide III (Clerk I) (SG 3)	Completion of two (2) years studies in College	none required	none required	Career Service – Sub-Prof 1 st level eligibility
Nurse II (SG 16)	Bachelor's degree in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080 (Nurse)
Education Program Supervisor (SG 22)	Masters degree in education or other relevant degree; Masters degree with specific area of specialization	At least 2 years experience as Principal or Head Teacher or Master Teacher	8 hours training in management and supervision	RA 1080 (Teacher)
Public Schools District Supervisor (SG 22)	Master's degree in Education or other relevant Master's degree	5 years of cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)





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2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **June 21, 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;
 - 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 and exam which shall be on July 2022. They shall bring the original copy of their pertinent documents during the interview.
4. Queries relative to this can be relayed to the Personnel Unit at 0907-688-9009.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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