



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

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 DEPED MALAYBALAY CITY DIVISION
RELEASED

DATE: JUN 6 2022 Time: 4:42 pm
 By: JIN G 2022

DIVISION MEMORANDUM

No. 329, 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 6, 2022

RE: **MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR HEAD
 TEACHER I (BNHS)**

1. This Office announces the Merit Selection and Comparative Assessment for Head Teacher I (BNHS). Interested applicants/candidates should meet the Qualification Standards provided in DepED Order No. 39 and 42, s. 2007:

Education	Experience	Training	Eligibility
Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 Professional Education Units with appropriate field of specialization	Teacher In-Charge for 1 year or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)

2. Interested applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **June 14, 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;





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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 July 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



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