



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

DM - 2022-06-355
 DEPED MALAYBALAY CITY DIVISION

RELEASED

DATE: JUN 17 2022 Time: 2:36
 By: _____

DIVISION MEMORANDUM

No. 355, s. 2022

**TO : Assistant Schools Division Superintendent
 Chief Education Supervisors and Staff, CID and SGOD
 All Public Elementary and Secondary School Heads
 All Others Concerned
 This Division**

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

DATE : June 16, 2022

**SUBJECT : RECEIPT OF ADDITIONAL AND LACKING REQUIRED
 DOCUMENTS FOR THE RECRUITMENT, EVALUATION, AND
 SELECTION OF KINDERGARTEN, ELEMENTARY, JUNIOR HIGH
 SCHOOL, AND SENIOR HIGH SCHOOL TEACHER 1 APPLICANTS
 FOR THE SCHOOL YEAR 2022-2023**

1. The field is hereby informed of the extension of receipt of additional and lacking required documents for the recruitment, evaluation, and selection of Kindergarten, Elementary, Junior High School, and Senior High School Teacher 1 applicants for the School Year 2022-2023. These required documents include a **Service Record/Certificate of Employment, and School Certification from a government-recognized school/s to determine and validate teaching experience. Specialized Skills and Training Certificate (if any) and/or National Certification (NC II); and Certification of English Proficiency Test (EPT) result either previous or latest result.**
2. The said documents must be submitted on or before **June 20, 2022 (Monday)** directly to the Division Office as attachments to the applicant's letter request addressed to the Schools Division Superintendent thru the concerned Division Selection Committee (DSC) of which you are an applicant. The applicant's letter request must contain the list of the attached documents that you are submitting for assessment and evaluation.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph





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3. Members of the concerned DSC and the secretariat shall convene as to their agreed scheduled date and venue for the assessment, evaluation of said documents, validation of specialized skills training (if any), and updating of the applicant's score sheets.
4. It is expected that the Final Registry of Qualified Applicants and the Master list of applicants of all levels of application shall reach the Office of the Schools Division Superintendent not later than June 30, 2022.
5. It is further advised to strictly follow all the provisions stipulated in the Division Memorandum No. 249, s. 2022 on the adherence to DepEd's minimum health protocol in the conduct of the entire activity.
6. Shall there be queries, contact the secretariat or any member of the concerned Division Selection Committee (DSC).

TO BE POSTED ON THE WEBSITE



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