



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

DM-2021-03-109
 DEPED MALAYBALAY CITY DIVISION

RELEASED

DATE: 3/8/21 Time: 2:35 PM

By:

DIVISION MEMORANDUM

No. 109, s. 2021

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: March 8, 2021

**SUBJECT: ANNOUNCEMENT OF VACANCY FOR ELEMENTARY SCHOOL HEAD
 TEACHER I**

1. This Office announces the selection process of the vacant Elem. School Head Teacher III in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order 42, s. 2007, and DepED Order No. 39, s. 2007 to wit.

Position	Education	Experience	Training	Eligibility
Head Teacher I (SG 14)	Bachelor's Degree in Elem. Education; or Bachelor's Degree with 18 Prof. Education Units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)

2. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEO). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.

3. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **March 17, 2021**.

- 3.1. Application letter addressed to the Schools Division Superintendent
- 3.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached





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- 3.3. Copy of transcript of records
 - 3.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
 - 3.5. Performance Ratings for the last three (3) years (numerical)
 - 3.6. Updated Service Records / Certificate of Employment
 - 3.7. 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;
 - 3.8. Certificates of trainings attended not credited during the last promotion;
 - 3.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
 - 3.10. Omnibus certification as to authenticity and veracity of all documents submitted.
4. Qualified applicants shall be notified on the date of interview which shall be on April 2021. They shall bring the original copy of their pertinent documents during the interview.
5. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09177067745.
6. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE

