



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

DM 2022-10-562
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 DATE: 10/21/22
 By: [Signature]

DIVISION MEMORANDUM

No. 562, s. 2022

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

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

DATE: October 20, 2022

RE: **MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR
 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 to wit:

Position	Education	Experience	Training	Eligibility
Principal II (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 Professional Education Units plus 6 units of Management	One (1) year as Principal I	40 hours of relevant training	RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **November 2, 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 / Certificate of Employment
- 2.7. Certificate/s of Outstanding/Meritorious Accomplishment;
 - a) Outstanding Employee Award;



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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- 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. 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.
4. Qualified applicants shall be notified on the date of interview which shall be on **November 2022**. 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 IN THE WEBSITE



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