



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

DM-2023-01-025  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 JAN 24 2023 Time: 3:44  
 By: *[Signature]*

**DIVISION MEMORANDUM**

No. 025, s. 2023

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

**FROM:**  
*[Signature]*  
**VICTORIA V. GAZO, Ph.D., CESO V**  
 Schools Division Superintendent

**DATE:** January 24, 2023

**SUBJECT: ANNOUNCEMENT OF VACANCY FOR ELEMENTARY SCHOOL PRINCIPAL I**

1. This Office announces the selection process of the vacant Elementary School Principal I in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 39, and 42, s. 2007 for Elementary School Principal I to wit:

Position	Education	Experience	Training	Eligibility
School Principal I (Elementary) (SG 19)	Bachelor's Degree in Elem.. Education; or Bachelor's Degree with 18 Prof. Education Units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; Master Teacher (MT) for 2 years; or Teacher for 5 years (per DepED Order No. 39, s. 2007)	40 hrs. of relevant training	RA 1080 (Teacher) and Principal Test Passers

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **February 1, 2023**.

- 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



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](mailto:malaybalay.city@deped.gov.ph)



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- 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.

*Note: Upon issuance/release of the new RSA guidelines, the Office shall adhere to such and will require additional documents from applicants.*

3. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). 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 February 2023. 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 Office 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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