



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

2023-72715
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 DEPED MALAYBALAY CITY DIVISION
RELEASED
 MAY 08 2023 me: 1:12
 By: *[Signature]*

Division MEMORANDUM
 No. 100, s. 2023

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD and CID
 HRMPSB for Junior High School
 All Others Concerned

FROM: *[Signature]*
CHERRY MAE L. REYES
 Schools Division Superintendent

DATE: May 8, 2023

SUBJECT: ADDENDUM TO DIVISION MEMORANDUM NO. 154, S. 2023 RE: CHANGE OF SCHEDULE FOR THE CONDUCT OF COT AND TEACHER REFLECTION ACTIVITIES OF JUNIOR HIGH SCHOOL APPLICANTS AND CHANGE OF MEMBER FOR JUNIOR HIGH SCHOOL DSC

1. The field is hereby informed of the following additional schedule for the conduct of evaluation and ranking of Junior High School Teacher I Applicants:

Date	Activity	Venue	Responsible Persons
May 10, 2023	<ul style="list-style-type: none"> Submission of COT Forms to the Secretariat 	SGOD Office	HRMPSB Teams for COT
May 10-12, 2023	<ul style="list-style-type: none"> Checking of Teacher Reflection Form Review and Finalization of Individual Evaluation Sheet 	GAD Hall	HRMPSB Members
May 12, 2023	<ul style="list-style-type: none"> Encoding of Individual Evaluation Sheet 	SGOD Office	Secretariat
May 16-19, 2023	<ul style="list-style-type: none"> Confirmation of Scores by the Applicants 	SGOD Office	Junior High School Applicants and HRMPS Members

2. All activities shall be done within office hours. Applicants are expected to visit the Office to confirm their scores within May 16-19, 2023. No show of applicants within that period means automatic acceptance of the scores by its form.



3. This Office reiterates that it shall be the responsibility of the applicants to follow-up their scores within the given timeline.
4. All other provisions in Division Memorandum No. 154, s. 2023 re: Change of Schedule for the Conduct of COT and Teacher Reflection Activities of Junior High School Applicants and Change of Member for Junior High School DSC and Division Memorandum No. 134, s. 2023 re: Corrigendum to Division Memorandum No. 112, s. 2023 re: Recruitment, Evaluation and Timeline on the Selection of Kindergarten, Elementary, Junior High School and Senior High School Teacher Applicants for School Year 2023-2024 that are inconsistent with this Memorandum are hereby rescinded or changed accordingly.
5. For concerns and queries, contact the Division through its Official Facebook Page, DepEd Tayo – Malaybalay City.
6. For dissemination and guidance.

Encl: None

To be posted in Division Website, Division Official Facebook Page, and SDO Malaybalay Personnel Unit/HR Facebook Page

Copy Furnished: Records Section | DRRM | Personnel Unit



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