



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

DM-2023-05-166
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 MAY 9 2023 Time: 2:44
 By: *[Signature]*

DIVISION MEMORANDUM

No. 166, s. 2023

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

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

DATE: May 8, 2023

SUBJECT: ANNOUNCEMENT OF VACANCY FOR SCHOOL ADMINISTRATORS AND NON-TEACHING POSITIONS

1. This Office announces the selection process of the vacant Elem. School Head Teacher I, Senior High School Principal II, and ADAS III positions in this Division. The **criteria and point system** to be applied are embodied in the new RSA Guidelines, **DepED Order No. 7, s. 2023**. Applicants to the position should meet the herein qualification standards as embodied in DO 39, s. 2007 and DO 19, s. 2016 to wit:

Position	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Head Teacher I (Elem) (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	RA 1080 (Teacher)
School Principal II (Senior HS) (SG 20)	Bachelor's degree in Sec. Education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (teacher)
ADAS III (Sr. Bkkppr) (SG 9)	Completion of 2 yrs. in College	1 yr. relevant experience	4 hours relevant training	CS Sub.Prof.- 1st level eligibility



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



21 93 0060



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

2. Interested qualified applicants are required to register and fill out the necessary information through the respective links:

Head Teacher I (Elem.)	bit.ly/HT1-Elem-2023
School Principal II (Senior HS)	bit.ly/SP2-SHS-2023
Administrative Assistant III (Sr. Bookkeeper)	bit.ly/ADASHI-2023

Further, applicants shall submit the following pertinent documents *properly ear marked* to this Office on or before 5:00 PM of **May 22, 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 Certificate of Eligibility / PRC Rating and unexpired license;
- 2.4 Transcript of records - units / degree relevant to the position to be filled;
- 2.5 Training relevant to the position to be filled, acquired after the last promotion; but within the last five years;
- 2.6 Updated Service Records / Certificate of Employment. Experience must be relevant to the position to be filled;
- 2.7 Performance Rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
 - 2.7a *Internal Applicants* are required to submit RPMS-IPCRF obtained from the applicant's current or previous job or position that is relevant to the position to be filled. It is required to submit performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment.
 - 2.7b *External Applicants* whose performance is measured using a five (5) level adjectival rating scale, the midpoint value of the RPMS rating equivalent shall be used. Certificate of Rating must be supported with the Performance Evaluation Tool.
- 2.8 Outstanding Accomplishment acquired after the last promotion;
 - 2.8a Awards and Recognition
 - a.1 Outstanding Employee Award
 - a.2 Awards as Trainer/Coach
 - 2.8b Research and Innovations
 - 2.8c Subject Matter Expert / Membership in National TWGs or Committees
 - 2.8d Resource Speakership / Learning Facilitation
 - 2.8e NEAP Accredited Learning Facilitator



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



21 93 0060



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

- 2.9 Application of Education acquired after the last promotion;
 - 2.10 Application of Learning and Development (L&D) acquired after the last promotion;
 - 2.11 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 (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 sometime on the 4th week of May or 1st week of June 2023. 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



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



21 93 0060