



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

DM-2023-05-180  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 DATE: MAY 18 2023 Time: 4:23  
 By: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 180, s. 2023

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

**FROM:**  **CHERRY MAE L. LIMBACO-REYES**  
 Schools Division Superintendent

**DATE:** May 18, 2023

**SUBJECT: Announcement on the Submission of Pertinent Documents for Secondary School Teacher II and III (BNHS)**

1. This Office announces the comparative assessment for Teacher II and Teacher III for Secondary School specifically at Bukidnon National High School of this Division. The assessment shall be done by the School Level Human Resource Merit Promotion and Selection Board (HRMPSB). Applicants to the position should meet the herein qualification standards and apply the criteria and point system as embodied in DepED Order No. 66, s. 2007 as follows:

Position	Education	Experience	Training	Eligibility
Teacher III (SG13)	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 Prof. Education Units	2 years relevant experience	None required	RA 1080 (Teacher)
Teacher II (SG 12)		1 year relevant experience	None required	RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to Bukidnon National High School on or before **June 2, 2023**.

- 2.1. Application letter addressed to the Schools Division Superintendent through the School Principal
- 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 – PRC Board Rating and unexpired license
- 2.5. Performance Ratings for the last three (3) years and at least 1 year in the present position



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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- 2.6. 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.

3. The following are the suggested timelines for this selection process:

Date	Activity	Persons Involved	Remarks
May 22 - Jun 2, 2023	Receipt of application documents	School receiving section and Secretariat	No add on of documents after deadline
Jun 5 - 6, 2023	Conduct of initial evaluation of docs.	School HRMPSB with Secretariat	
Jun 7 - 23, 2023	Posting of Selection line up	School Secretariat	<ul style="list-style-type: none"><li>• Submit 1 copy to DO</li><li>• To be posted at DO and School bulletin boards</li></ul>
June 27 - 28, 2023	Deliberation and Conduct of interview / exam	School HRMPSB with School Secretariat	
Jun 29, 2023	Posting of Comparative Assessment	School Secretariat	<ul style="list-style-type: none"><li>• Submit 1 copy to DO</li><li>• To be posted at DO and School bulletin boards</li></ul>

3. School Level HRMPSB shall submit to this Office through the Personnel Unit the Selection Line Up, Evaluation/Score Sheets, and the Comparative Assessment of the Teacher II and Teacher III qualified applicants duly signed by the School HRMPSB. The School HRMPSB shall keep all the application folders for future reference.

4. As per DepED Order No. 66, s. 2007, the School Level HRMPSB for Teacher II and Teacher III composed the following:



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**Secondary**

Chairman: Principal / School Head

Members: Department Head where the vacancy exists

Department Head

Administrative Officer

President of Teacher's Association

Secretariat

5. Attached is *Annex A* - Selection Line Up, *Annex B* - Evaluation/Score Sheet, and *Annex C* - Comparative Assessment templates to be accomplished and submitted to the Division Office.
6. Queries relative to this can be relayed to the Personnel Unit at 0907-688-9009.
7. Immediate dissemination of this memorandum is desired.

Incl: as stated

Copy furnished:

Records Unit

Personnel Unit

TO BE POSTED ON THE WEBSITE

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