



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

2023-7120

DM - 2023-05-194
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 MAY 26 2023 Time: 2:42
 By:

DIVISION MEMORANDUM

No. 194, s. 2023

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

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

DATE: May 25, 2023

**SUBJECT: ANNOUNCEMENT OF VACANCIES FOR ELEMENTARY SCHOOL
 TEACHER II AND III POSITIONS**

1. This Office announces the selection process of the vacant Elementary School Teacher II and Teacher III in this Division. Applicants to the position should meet the herein qualification standards and 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 Elementary Education; or Bachelor's Degree with 18 Prof. Education Units	2 years relevant experience	None required	RA 1080 (Teacher)
Teacher II (SG 12)	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 Prof. Education Units	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 this Office on or before **MAY 8, 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
- 2.5. Performance Ratings for the last three (3) years (numerical)
- 2.6. Updated Service Records



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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- 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. Qualified applicants shall be notified on the date of interview which shall be on June 2023. They shall bring the original copy of their pertinent documents during the interview.
4. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09177067745.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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