



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

2023-97866

DM-2023-07-269  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 JUL 24 2023  
 TIME: 8:55  
 By: *[Signature]*

**DIVISION MEMORANDUM**

No. 269, s. 2023

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

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

**DATE:** July 21, 2023

**SUBJECT: ANNOUNCEMENT OF VACANCIES FOR SENIOR HIGH SCHOOL  
 TEACHER II (PROMOTION)**

1. This Office announces to **all Junior High School Teachers in this Division** who wish to apply to the vacant Senior High School Teacher II positions in this Division. Applicants should meet the herein qualification standards as embodied in DepED Order No. 27, s. 2016, and No. 51, s. 2017 to wit:

Position	Education	Experience	Training	Eligibility
<b>SHS Teacher II (SG12)</b>	<b>Academic Track &amp; Core Subjects:</b> Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	<b>Academic Track &amp; Core Subjects:</b> none required	<b>Academic Track &amp; Core Subjects:</b> none required	Regular Applicants for a permanent position : RA 1080 (Teacher);  if not, they must pass the LET within five (5) years of hiring
	<b>Arts &amp; Design Track:</b> Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	<b>Arts &amp; Design Track:</b> 1 year relevant teaching/industry work experience	<b>Arts &amp; Design Track:</b> 4 hours of training relevant to the courses in the Track	
	<b>Sports Track:</b> Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the fields under the Track	<b>Sports Track:</b> 1 year relevant teaching/industry work experience	<b>Sports Track:</b> 4 hours of training relevant to the courses in the Strand	
	<b>TVL Track:</b> Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	<b>TVL Track:</b> 6 months of relevant teaching or 6 months of industry work experience	<b>TVL Track:</b> At least NC II + TMC I <i>*Appropriate to the specialization</i>	



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. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **August 4, 2023**.
  - 2.1. Letter of intent addressed to the Schools Division Superintendent
  - 2.2. Duly accomplished PDS (CSC Form 212, Revised 2017) with recent 2x2 picture, with Work Experience Sheet;
  - 2.3. Photocopy of Certificate of Eligibility / Rating / License/ ID;
  - 2.4. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
  - 2.5. Photocopy of Updated Service Record or Certificate of Employment, if applicable;
  - 2.6. Performance Ratings covering for one (1) year performance, if applicable;
  - 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. 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 sometime on August 2023. They shall bring the original copy of their pertinent documents during the interview.
5. Queries relative to this can be relayed to the Personnel Unit at 0907-688-9009
6. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE



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