

## Republic of the Philippines

## Department of Education

REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM - 2023 - 0	27-286
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**DIVISION MEMORANDUM** 

No. 284 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:** July 31, 2023

SUBJECT: ANNOUNCEMENT OF VACANCY FOR SENIOR HIGH SCHOOL

PRINCIPAL II POSITION

1. This Office announces the selection process of the vacant Senior High School Principal II position with plantilla item number OSEC-DECSB-SP2-660244-2016 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 19, s.2016 to wit:

as entodated in 15 of 15, classic to the						
Position	QUALIFICATION STANDARDS					
	Education	Experience	Training	Eligibility		
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	l year as Principal	40 hours of relevant training	RA 1080 (teacher)		

2. Interested qualified applicants are required to register and fill out the necessary information through this link bit.ly/sp2-shs-2023.

Further, applicants shall submit the following pertinent documents *properly ear marked* to this Office on or before 5:00 PM of August 11, 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;



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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- 2.6 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
- 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 Checklist of Requirements with Omnibus Sworn Statement Annex C of DO 7, s.
- 2023 to be placed on top of the application documents (please see attached)
- 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 in 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.
- Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit Personnel Unit

TO BE POSTED ON THE WEBSITE



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	CHECKLIST OF R	equirements		Annex (
osi ffi on	tion Applied For: e of the Position Applied For: tact Number:	Application Code:		
.oli	gion:			
	on with Disability: Yes ( ) No ( )			
	Parent: Yes ( ) No ( )			
		Status of		fication
	Basis Bassarata Bassisaana	Submission	(To be filled out by the HR	MO/HR Office/sub-committee)
	Basic Documentary Requirement	(To be filled-out by the applicant)	Status of	
	•	Check if submitted)	Submission (Checkif coupled)	Remarks
<u></u>	Letter of intent addressed to the Head of Office or highest		iciais y torquiazy	
	human resource officer		1	
ъ.	Duly accomplished Personal Data Sheet (PDS)		1	· · · · · · · · · · · · · · · · · · ·
	(CS Form No. 212, Revised 2017) and Work Experience Sheet, if			
	applicable		<del>                                     </del>	
_	Photocopy of valid and updated PRC License/ID, if applicable	<del>andre de la company de la comp</del>		· · · · · · · · · · · · · · · · · · ·
d.	Photocopy of Certificate of Eligibility/Report of Rating, if			
_	applicable Photocopy of scholastic/academic record such as but not		<del> </del>	
e.	limited to Transcript of Records (TOR) and Diploma, including			
	completion of graduate and post-graduate units/degrees, if			
	available		<u> </u>	
	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or	<del> </del>		
<u>,</u>	duly signed Service Record, whichever is/are applicable		ļ <u>.</u>	_ <del> </del>
	Photocopy of latest appointment, if applicable		<del> </del>	
1-	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline			
	period(s) covering one (1) year performance prior to the deadine of submission, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on		<del>                                     </del>	
٠,	the Certification on the Authenticity and Veracity (CAV) of the		[	
	documents submitted and Data Privacy Consent Form			
k.	Other documents as may be required for comparative	<u> </u>		
_	assessment, such as but not limited to:		ļ	
	Means of Verification (MOVs) showing Outstanding		]	
	Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last		1	
	issuance of appointment		1	
	Photocopy of Performance Rating obtained from the relevant		1	
	work experience, if performance rating in Item (i) is not relevant			
	to the position to be filled	<u> </u>	<u> </u>	<del> ,</del>
	Reservado.			
	Attested:			
	Human Resource Management Officer	•		
	. •			
	OMRIBUS SWOR	n Statement		
	CERTIFICATION OF AUTHENTICITY AND VERACITY			md the deco
	I hereby certify that all information above are true and correct,	una or my <b>personal i</b> reof	nowieuge and benef, a	no nie gocuments
	submitted herewith are original and/or certified true copies the	EUI.		
	NARA DOTUARO CATORET			
	DATA PRIVACY CONSERT  I hereby grant the Department of Education the right to collect:	and process my ners	onal information as st	ated above, for nurnous
	relevant to the recruitment, selection, and placement of persons	nel of the Departmen	t and for purposes of	compliance with the
	laws, rules, and regulations being implemented by the Civil Ser-	vice Commission.	<b>- -</b>	•
	· · · · · · · · · · · · · · · · · · ·			
			M 3 A'	nature of Applicant
			Name and Sig	reverse or Abbacaus
	Dubanched and sworn to before we this	VASE		
	Subscribed and sworn to before me this day of	, year		
	Subscribed and sworn to before me this day of	, year		

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document numbers its integrity and rehability and can be authenticated so as to be usable for subsequent reference.

Person Administering Oath