



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

DM-2013-12-533
 DEPED MALAYBALAY CITY DIVISION
RELEASED
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 By: _____

DIVISION MEMORANDUM

No. 533, 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: December 4, 2023

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

1. This Office announces to **all Junior High School and Senior High School Teacher I in this Division** who wish to apply and qualified 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
SHS Teacher II (SG12)	Academic Track & Core Subjects: 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	Academic Track & Core Subjects: none required	Academic Track & Core Subjects: none required	Regular Applicants for a permanent position : RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring
	Arts & Design Track: Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	Arts & Design Track: 1 year relevant teaching/industry work experience	Arts & Design Track: 4 hours of training relevant to the courses in the Track	
	Sports Track: 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	Sports Track: 1 year relevant teaching/industry work experience	Sports Track: 4 hours of training relevant to the courses in the Strand	
	TVL Track: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	TVL Track: 6 months of relevant teaching or 6 months of industry work experience	TVL Track: 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



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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 **December 18, 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 December 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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