



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

DM 2123-12-543  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 DATE: 14 2023 Time: 2:43  
 By: [Signature]

**DIVISION MEMORANDUM**

No. 543, 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:** December 13, 2023

**SUBJECT:** **Announcement of Vacancies for Senior High School Teacher II (Promotion) for Managok National High School with Specialization on *Social Science and Filipino***

1. This Office announces to all Junior High School and Senior High School Teacher I in this Division who are qualified and wish to apply to the vacant Senior High School Teacher II positions in this Division to be assigned at Managok NHS. 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	RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **December 27, 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;



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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- 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 January 2024. 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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