



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

DM 2024-01-049
 DEPED MALAYBALAY CITY DIVISION
RELEASED

DATE: _____ Time: 3:06
 JAN: 31 2024

DIVISION MEMORANDUM

No. 049, s. 2024

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

FROM: ALIENA S. DAJAY ✓
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

DATE: January 26, 2024

SUBJECT: ANNOUNCEMENT OF VACANCY FOR ELEMENTARY SCHOOL PRINCIPAL I POSITIONS

1. This Office announces the selection process of the vacant Elementary School Principal I positions 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:

Position	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
School Principal I (Elementary) (SG 19)	Bachelor's Degree in Elem.. Education; or Bachelor's Degree with 18 Prof. Education Units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; Master Teacher (MT) for 2 years; or Teacher for 5 years (per DepED Order No. 39, s. 2007)	40 hrs. of relevant training	RA 1080 (Teacher) and Principal Test Passers

2. Interested qualified applicants are required to register and fill out the necessary information through this link bit.ly/sp1-elem-2024.

Further, applicants shall submit the following pertinent documents *properly ear marked* to this Office on or before 5:00 PM of **February 12, 2024**.

- 2.a Application letter addressed to the Schools Division Superintendent
- 2.b Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached



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.c Photocopy of valid and updated PRC License/ID; or photocopy of Certificate of Eligibility; whichever is applicable;
 - 2.d Photocopy of Transcript of records – including graduate and post-graduate units / degrees relevant to the position to be filled;
 - 2.e Photocopy of Training/s relevant to the position to be filled, acquired after the last promotion; but within the last five years;
 - 2.f Updated copy of Service Record / Certificate of Employment. Experience must be relevant to the position to be filled;
 - 2.g 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.h Outstanding Accomplishment *acquired after the last promotion*;
 - 2.h.1 Awards and Recognition
 - a.1 Outstanding Employee Award
 - a.2 Awards as Trainer/Coach
 - 2.h.2 Research and Innovations
 - 2.h.3 Subject Matter Expert / Membership in National TWGs or Committees
 - 2.h.4 Resource Speakership / Learning Facilitation
 - 2.h.5 NEAP Accredited Learning Facilitator
 - 2.i Application of Education acquired after the last promotion;
 - 2.j Application of Learning and Development (L&D) acquired after the last promotion;
 - 2.k 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 February 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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