



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

2024-90444

DM 2024-02-075  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: 3/27/24 TIME: 8:42  
 BY:

**DIVISION MEMORANDUM**

No. 075, s. 2024

**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:** February 26, 2024

**SUBJECT: ANNOUNCEMENT OF VACANCIES FOR SECONDARY SCHOOL  
 TEACHER II AND III POSITIONS OF BUKIDNON NHS**

1. This Office announces the selection process of the vacant Secondary School Teacher II and III positions of Bukidnon NHS in this Division. Applicants to the position should meet the herein qualification standards and the criteria and point system as embodied in DepED Order No. 66, s. 2007 as follows:

Position	Education	Experience	Training	Eligibility
Teacher II (SG12)	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 Prof. Education Units	1 years relevant experience	None required	RA 1080 (Teacher)
Teacher III (SG13)	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 Prof. Education Units	2 years relevant experience	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 **March 11, 2024**.

- 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. Copy of transcript of records
- 2.4. Copy of Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
- 2.5. Performance Ratings for the last three (3) years (numerical)
- 2.6. Updated Service Records
- 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)



21 93 0060



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

- 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. Herein is the target schedule for the filling up of these vacancies:

Activity	In-charge	Target Schedule	Remarks
Submission of Application docs to the Division Office	Applicants	Feb. 27-Mar11, 2024	
Inventory of application folders to be forwarded to Managok NHS	HRMO/secretariat	March 12, 2024	
Conduct of Selection Line Up	School level PSB	March 14, 2024	
Posting of Selection Line Up to 3 conspicuous places	School level PSB	March 15, 2024	
Submission of SLU copy to the DO	School level PSB	March 18, 2024	
Conduct of Document evaluation and Interview of applicants	School level PSB	<b>April 4, 2024</b>	
Submission of Comparative Assessment to the DO	School level PSB	April 5, 2024	
Review of the scoresheets and comparative Assessment Result	Division HRMPSB	April 8, 2024	
Submission of DO Comparative Assessment to the Appointing Authority	Division HRMPSB	April 10, 2024	

4. 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.

5. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09076889009

6. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit  
 Personnel Unit

TO BE POSTED ON THE WEBSITE



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)



21 93 0060