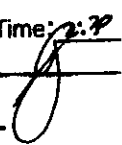




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM - 2024 - 03 - 114
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 5/20/24 Time: 2:30
By: 

March 14, 2024

DIVISION MEMORANDUM
No. 114, s. 2024

**INSTRUCTION TO SCHOOL HEADS AND ADMINISTRATIVE OFFICER II
ON THE ACCEPTANCE OF PERTINENT DOCUMENTS OF
TEACHER I APPLICANTS FOR SY 2024-2025**

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

1. The Division of Malaybalay City shall commence accepting letter of intents together with pertinent documents of the interested Teacher I applicants in Kindergarten, Elementary, Junior High School, and Senior High School in consonance with DepED Order No. 7, s. 2023. Further, the Office shall also accept qualified Teacher II applicants in the Senior High School consistent with DepED Order No. 3, s. 2016.
2. All letter of intent and pertinent documents shall be received by the School Heads and or the Administrative Officer II. Documents shall be thoroughly checked and to issue acknowledgement receipt indicating thereon the documents received by the school.
3. The School Heads and or Administrative Officer II shall accomplish the following namely:
 - 3.1. The Deliberation Sheet marked Annex A
 - 3.2. Letter Addressed to the Applicants marked Annex B
4. On March 25, 2024, Monday, the School Head shall forward to the Personnel Section the following:
 - 4.1. ALL LETTER OF INTENT TOGETHER WITH THE PERTINENT DOCUMENTS
 - 4.2. Consolidated List of applicants both hard and soft copies. Template shall be provided
 - 4.3. Copies of the Deliberation Sheets



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph



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4.4. Letter addressed to the applicants

5. The letter addressed to the applicants shall be released through the school, hence, it is requested that schools shall forward the same to the applicant. Copy for the Division shall be forwarded to the Personnel Section.
6. Queries relative to this can be channeled to the Personnel Unit at this number 0907-688-9009.
7. Immediate dissemination and strict compliance of this Memorandum is enjoined.


CHERRY MAE LIMBACO-REYES
Schools Division Superintendent

Copy furnished:

All Implementing Units
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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