



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

DM-2024-07-121  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: \_\_\_\_\_ Time: 11:27  
By: MAR 18 2024

March 14, 2024

**DIVISION MEMORANDUM**

No. 121, s. 2024

**ANNOUNCEMENT ON THE SUBMISSION OF PERTINENT DOCUMENTS FOR  
SENIOR HIGH SCHOOL TEACHER II PROMOTION FOR  
CANDIISAN INTEGRATED SCHOOL**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD and CID  
All Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. This is to inform the field of the submission of pertinent documents for Senior High School Teacher II Promotion. Applicants should meet the herein qualification standards and follow the guidelines as embodied in DepED Order No. 66, s. 2017.
2. All interested applicants are requested to follow and observe the timeline of the application process and submit complete set of application documents together with your letter of intent to the Division Office from **March 13, 2024 to March 26, 2024**. as follows:
  - 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
  - 2.7. Certificate/s of Outstanding/Meritorious Accomplishment;
    - 2.7.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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- 2.7.b Proof of Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
- 2.7.c Research and Development Projects;
- 2.7.d Publication/Authorship;
- 2.7.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. Applicants are required to bring the original copies of the pertinent documents and to present the HRMPSB when necessary for verification.
4. Documents shall be submitted with TABLE of CONTENTS in accordance with letters a to l of the pertinent documents stated in item, no 2. All certificates of training attended must be enumerated and arrange chronologically (date).
3. Applicants assume the full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the duly signed Omnibus Sworn Statement. Any false and fraudulent documents submitted shall be ground for disqualification.
4. No additional documents shall be accepted after the deadline. Applicants who failed to submit the documentary requirements on the set deadline shall not be included in the pool of official applicants.
8. See attached documents as to the following:
- Annex A: Qualification Standards  
Annex B : Criteria and the Point System Consistent with DO 7 s.  
2023  
Annex C: Composition of the HRMPSB
9. 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 are met



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and DepED guidelines are followed. 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.

10. Queries relative to this memorandum can be channeled to the Personnel Unit.

11. Immediate dissemination of this Memorandum is enjoined.

  
**CHERRY MAE LIMBACO-REYES**  
Schools Division Superintendent

Incl. as stated

Copy furnished:  
Records Unit  
Personnel Unit

**TO BE POSTED ON OUR WEBSITE**



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*Annex A*

**QUALIFICATION STANDARDS**  
**Senior High School - Teacher II**

**Education:** *Academic Track & Core Subjects:* Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus atleast 6 units towards a Master's degree in relevant strand/subject or

*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 or

*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 or

*TVL Track:* Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization

**Training:** *Academic Track & Core Subjects:* none required or

*Arts & Design Track:* 4 hours of training relevant to the courses in the Track or

*Sports Track:* 4 hours of training relevant to the courses in the Strand or

*TVL Track:* at least NCII + TMC I \*appropriate to the specialization

**Experience:** *Academic Track & Core Subjects:* none required or

*Arts & Design Track:* 1 year relevant teaching/industry work experience or

*Sports Track:* 1 year relevant teaching/industry work experience or

*TVL Track:* 6 months of relevant teaching or 6 months of industry work experience

**Eligibility:** RA 1080 (Teacher)



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