



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

2024-02517
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 DEPED MALAYBALAY CITY DIVISION
RELEASE
 R 16 APR 2024 D
 Date: _____
 By: _____

April 11, 2024

DIVISION MEMORANDUM
 No. 174, s. 2023

**ANNOUNCEMENT OF VACANCY FOR ELEMENTARY
 SPECIAL EDUCATION TEACHER I (SPET I)**

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

1. This Office announces the selection process of the vacant Special Education Teacher I (Elementary) in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 7, s. 2015 to wit:

Position	Education	Experience	Training	Eligibility
Special Education Teacher I (Elem.) (SG 14)	Bachelor's degree in Education with specialization in Special Education	none	none	RA 1080 (Teacher)

2. Interested qualified applicants are required to submit the following pertinent documents **properly ear marked** to this Office on or before **April 26, 2024**.

- 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;
 - 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.



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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3. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEO). 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 on May 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.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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