



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

DM 2024-06-248  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASE**  
 R 14 JUN 2024 D  
 Date: \_\_\_\_\_  
 By: \_\_\_\_\_

June 14, 2024

**DIVISION MEMORANDUM**

No. 248, s. 2024

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION DOCUMENTS FOR JUNIOR HIGH SCHOOL PRINCIPAL IV**

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

1. This Office calls the submission of Applications for the vacant position in the Division Office on or before **June 26, 2024**. The ranking shall abide with the guidelines stipulated in DepED Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."

2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS for either education, experience, training or eligibility shall be automatically disqualified.

| Plantilla Position  | Salary / Job / Pay Grade | Monthly Salary | Education  | Training                      | Experience                   | Eligibility       | Place of Assignment |
|---------------------|--------------------------|----------------|--|-------------------------------|------------------------------|-------------------|---------------------|
| School Principal IV | 22                       | P71,511.00     | Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional education units + 6 units of Management | 40 hours of relevant training | Three (3) years as Principal | RA 1080 (Teacher) | Secondary Schools   |

3. Attached are the duties and responsibilities of the vacant position which shall serve as reference in the exam to be conducted in evaluating the qualified applicants. The core behavioral competencies and skills that all employees in the Department are expected to possess are the following:

**Core Behavioral Competencies:** Self-Management, Professionalism and Ethics, Results Focus, Teamwork, Service Orientation and Innovation,  
**Core Skills:** Oral Communication, Written Communication and Computer/ICT Skills



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4. All applications must be submitted on or before the deadline of submission. Applicants who failed to submit the complete mandatory requirements (the documents listed from 'a' to 'j' in 'Annex C' of DepEd Order No. 7, s. 2023) shall not be included in the official pool of applicants. Enclosed herewith is Annex C to serve as reference for the documentary requirements to be prepared, for submission.

5. Interested qualified applicants are required to register, fill out necessary personal information and **upload scanned copies in PDF format** of all the necessary supporting documents through this link [\\_\\_\\_\\_\\_](#). In the meantime, the link can only be accessed in the Division Office hence, applicants are advised to scan first their pertinent documents in PDF format before coming to the Division Office to do the creation of account and uploading of pertinent documents by 9:00 AM of **June 25, 2024**.

6. The following employees shall compose the Human Resource Merit Promotion and Selection Board (HRMPSB) and assist the Appointing Authority in evaluating all applicants and selecting the best candidate for the position.

Chairman: Ralph T. Quirog, Chief Education Supervisor, CID  
Member: Lorenzo O. Capacio, Chief Education Supervisor, SGOD  
Manuel D. Dinalayan, II, Administrative Officer V  
Guia Ma. G. Villahermosa, Administrative Officer IV/HRMO IV  
Rosie A. Salupado, EPS/ Representative Second Level  
Duly authorized representative from DAPSHI

Secretariat: Gwendolyn G. Quirong, ADAS III/Personnel Unit  
Anjelica L. Bahian, Admin. Aide VI/Administrative Services

7. The Human Resource Management Officer (HRMO) together with the HRMPSB is expected to ensure that vacancies are filled not later than August 1, 2024.

8. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

9. This Office directs the immediate dissemination and strict compliance of this Memorandum.

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

Copy furnished:

Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE



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## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

| Basic Documentary Requirement   | Status of Submission<br>(To be filled-out by the applicant;<br>Check if submitted) | Verification<br>(To be filled-out by the HRMO/HR Office/ sub-committee) |         |
|---|--|---|---------|
|   |  | Status of Submission<br>(Check if completed)                            | Remarks |
| a. Letter of intent addressed to the Head of Office or highest human resource officer   |  |   |         |
| b. Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable  |  |   |         |
| c. Photocopy of valid and updated PRC License/ID, if applicable   |  |   |         |
| d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable  |  |   |         |
| e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available   |  |   |         |
| f. Photocopy of Certificate/s of Training, if applicable  |  |   |         |
| g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable  |  |   |         |
| h. Photocopy of latest appointment, if applicable   |  |   |         |
| i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable   |  |   |         |
| j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form   |  |   |         |
| k. Other documents as may be required for comparative assessment, such as but not limited to:<br>Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment |  |   |         |
| Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled  |  |   |         |

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

| Basic Documentary Requirement  | Status of Submission<br>(To be filled-out by the client;<br>Check if submitted) |
|--|---|
| a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office   |   |
| b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet  |   |
| c. Photocopy of valid and updated PRC License/ID, if applicable  |   |
| d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable   |   |
| e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available  |   |
| f. Photocopy of Certificate/s of Training, if applicable   |   |
| g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable   |   |
| h. Photocopy of latest appointment, if applicable  |   |
| i. Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable   |   |
| j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form  |   |
| k. Other documents as may be required for comparative assessment, such as but not limited to:  |   |
| Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment   |   |
| <b>A. Outstanding Employee Award</b><br>a. Any issuance, memorandum or document showing the Criteria for the Search;<br>b. Certificate of Recognition/Merit<br><i>*both MOVs should be present for point/s to be credited</i>  |   |
| <b>B. Research and Innovation</b><br>a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017<br>b. Accomplishment Report verified by the Head of Office<br>c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office<br>d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office<br>e. Proof of citation by other researchers/ (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research<br><i>*at least MOVA should be present for point/s to be credited</i> |   |
| <b>C. Subject Matter Expert/Membership in National TWGs or Committees</b><br>a. Issuance or Memorandum showing the membership in NTWG or Committees;<br>b. Certificate of Participation or Attendance;<br>c. Output/ Adoption by the organization/DepEd<br><i>*At least MOVs A &amp; B should be present for point/s to be credited</i>  |   |
| <b>D. Resource Speakership/Learning Facilitation</b><br>a. Issuance/Memorandum/Invitation/Training Matrix<br>b. Certificate of Recognition/ Merit/ Commendation/ Appreciation;<br>c. Slide deck/s used and/or Session guide/s<br><i>*All MOVs should be present for point/s to be credited</i>   |   |

|   |  |
|---|--|
| <p><b>E. NEAP Accredited Learning Facilitator</b></p> <ul style="list-style-type: none"> <li>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</li> <li>b. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office</li> </ul> <p><i>*Either of the MOV may be credited point/s</i></p>  |  |
| <p><b>Application of Education</b></p> <ul style="list-style-type: none"> <li>a. Action Plan approved by the Head of Office</li> <li>b. Accomplishment Report verified by the Head of Office</li> <li>c. Certification of the utilization/adoption signed by the Head of Office</li> </ul> <p><i>*At least MOVA should be present for point/s to be credited; That relevant to the position applied for will earn more score</i></p>  |  |
| <p><b>Application of Learning and Development (L&amp;D)</b></p> <ul style="list-style-type: none"> <li>a. Certificate of Training or Certification on any applicable L&amp;D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&amp;D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required</li> <li>b. Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&amp;D intervention done/attended, duly approved by the Head of Office;</li> <li>c. Accomplishment Report together with a General Certification that the L&amp;D intervention was used/adopted by the office at the local level;</li> <li>d. Accomplishment Report together with a General Certification that the L&amp;D intervention was used/adopted by a different office at the local/higher level</li> </ul> <p><i>*At least MOVs A &amp; B should be present for point/s to be credited; That relevant to the position applied for will earn more score</i></p> |  |
| <p>Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled</p>   |  |