



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

OM-2024-06-254  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASE**  
 R 21 JUN 2024 D  
 Date: \_\_\_\_\_  
 By: \_\_\_\_\_

June 19, 2024

**DIVISION MEMORANDUM**

No. 254, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
 RECLASSIFICATION OF SECONDARY SCHOOL ADMINISTRATORS**

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 Office calls the submission of Applications for the reclassification of Secondary School Administrators: **Head Teacher I to Head Teacher II; and Head Teacher II to Head Teacher III**, this Division on or before **July 5, 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 based on DepED Order No. 97, s. 2011, otherwise known as the "Revised Guidelines on the Allocation and Reclassification of School Head Positions". 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, eligibility or Performance Rating shall be automatically disqualified.

Plantilla Position	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Performance Rating
Head Teacher II	15	P36,619	At least 24 MA Units in the fields of administration, supervision, leadership or management	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	Head Teacher I (HTI) for 1 year	RA 1080 (Teacher)	At least VS for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher III	16	P39,672	At least 36 MA Units in the fields of administration,	32 hours of relevant training initiated, sanctioned, approved/	Head Teacher II (HTII)	RA 1080 (Teacher)	At least VS for the last 3 consecutive years; or



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			supervision, leadership or management	recognized by DepEd not used in the immediate previous promotion	for 2 years		Outstanding for the last 2 consecutive years
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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

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 at 1:00 PM of **July 5, 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. Number 86 of DepED Order No. 19, s. 2022 otherwise known as the Department of Education Merit Selection Plan states that in case the position required for Chairperson is vacant, the Head of Office shall designate a Chairperson from among the next high ranking regular members hence this composition:

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



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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 in within three (3) months from its publication.

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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