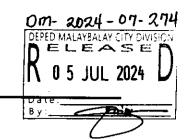


Republic of the Philippines

Department of EducationREGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY



July 4, 2024

DIVISION MEMORANDUM No. 274 s. 2024

ANNOUNCEMENT ON THE SUBMISSION OF TEACHER APPLICATION FOR TRANSFER OF STATION IN THIS DIVISION

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 TRANSFER of work station in this Division. Letter of intent shall indicate three (3) preferred schools wished to be transferred at.
- 2. Applicants shall input their personal and other pertinent information in the link provided below before submitting their pertinent documents in hard copy at the records unit not later that July 10, 2024 at 5:00 PM.

LINK: http://bit.ly/TransferqTeacherI

3. 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. 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.
- 5. 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



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



Checklist of Requiremen	its		
	To be marked checked by the Applicant	To be marked checked by the HRMO	Remarks
a. Letter of intent addressed to the Schools Division Superintendent			
b. Duly accomplished PDS (CSC Form 212, Revised 2017) with recent 2x2 picture, with Work Experience Sheet;			
c. Photocopy of Certificate of Eligibility / Rating / License/ID;			
d. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;			
e. Photocopy of Updated Service Record or Certificate of Employment, if applicable;			
f. Performance Ratings covering for one (1) year performance, if applicable;			
g. Certificates of trainings attended not credited during the last promotion;			
i. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;	3		
Omnibus certification as to authenticity and veracity of all documents submitted	S		
Attested:			
Human Resource Management Officer			
OMNIBUS SWORN STATEM	MENT		
CERTIFICATION OF AUTHENTICITY AND VERACITY I hereby certify that all information above are true and correct, and of documents submitted herewith are original and/or certified true copy the	my personal ki reof.	nowledge and	belief, and the
DATA PRIVACY CONSENT I hereby grant the Department of Education the right to collect and proceed for purposes relevant to the recruitment, selection, and placement of period of compliance with the laws, rules, and regulations being implemented by	ersonnel of the	Department ar	nd for purposes
	Name and Signature of Applicant		
Subscribed and sworn to before me this day of	, year	·	
			
	Person Ad	ministering	Oath