



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

Dm-2024-07-275
DEPED MALAYBALAY CITY DIVISION
RELEASE
R 05 JUL 2024 D
Date: _____
By: _____

July 4, 2024

DIVISION MEMORANDUM

No. 275, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
VACANCIES FOR SPECIAL EDUCATION TEACHER I (ELEMENTARY)**

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 positions in the Elementary Schools, this Division on or before **July 16, 2024 at 8:30 AM**. The ranking shall abide with the guidelines stipulated in **DepED Order No. 66, s. 2007**, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non Teaching Positions."

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 set by the Civil Service Commission for either education, experience, training or eligibility shall be automatically disqualified.

Plantilla Position	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
Special Education Teacher I	14	P33,843	Bachelors degree in Education with specialization in Special Education	none required	none required	RA 1080 (Teacher)	Elementary Schools

3. Attached is the Annex A checklist of documentary requirements based on the guidelines stated DepED Order No. 66, s. 2007. 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. 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
- Rosie A. Salupado, EPS/ Representative Second Level






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

Liza G. Balintongog, PSDS/ SPED Coordinator

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

5. The Human Resource Management Officer (HRMO) together with the HRMPSE is expected to ensure that vacancies are filled in within one (1) month from its publication.
6. 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.
7. This Office directs the immediate dissemination 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



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

Annex A

Checklist of Requirements (DO 66, s. 2007)			
	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 three (3) years performance, if applicable;			
g. 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;			
h. Certificates of trainings attended not credited during the last promotion;			
i. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;			
j. Omnibus certification as to authenticity and veracity of all documents submitted			

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 copy 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

