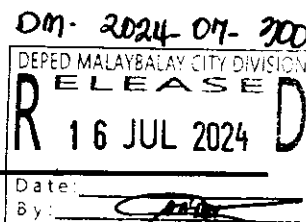




Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY



July 15, 2024

**DIVISION MEMORANDUM**

No. 300, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
 VACANCIES FOR SENIOR HIGH SCHOOL TEACHER II**

**TO** 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 Senior High School particularly Teacher II positions on or before **July 25, 2024 at 5:00 PM**. The ranking shall abide with the guidelines stipulated in DepED Order No. 27, s. 2016, and No. 51, s. 2017. Below is the link provided for the registration of your application. Hard copies shall be submitted to the Division Office on or before the set deadline.

**Link: <https://bit.ly/SHSTeacherII>**

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.

Position / Salary Grade / Monthly Salary	Education	Experience	Training	Eligibility
SHS Teacher II / SG 12 / P29,165.00	<b>Academic Track &amp; Core Subjects:</b> Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	none required	none required	RA 1080 (Teacher)
	<b>Arts &amp; Design Track:</b> Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Track	
	<b>Sports Track:</b> Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the fields under the Track	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Strand	
	<b>TVL Track:</b> Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I <i>*Appropriate to the specialization</i>	





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3. Attached is the Annex A checklist of documentary requirements based on the guidelines stated in 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  
Duly authorized representative from the Teacher's Asso. (Elem.)

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 HRMPSB 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





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**Annex A**

<b>Checklist of Requirements (DO 66, s. 2007)</b>			
	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**



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](mailto:malaybalay.city@deped.gov.ph)