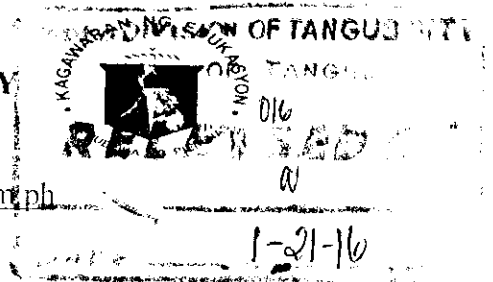


Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
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DIVISION MEMORANDUM
No. 16 s. 2016

TO : School Heads and Teachers
Secondary Level
This Division

FROM : VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT : Head Teacher I Position - Secondary level Ranking

DATE : January 20, 2016

1. This Office is receiving applications for Head Teacher I position.
2. The Pertinent Documents for submission are as follows:
 - 2.1. Duly Accomplished Form 212 (Personal Data Sheet);
 - 2.2. Certified, Authenticated and Verified (CAV) Transcript of Records;
 - 2.3. Service Records;
 - 2.4. Performance Rating Sheet for the last three (3) consecutive years;
 - 2.5. Certificates/Proofs of Outstanding Accomplishment for the last two (2) consecutive years such as Innovation, Research, and others (please refer to DepEd Order 42 s. 2007 for more information).
3. Head Teachers/Applicants on the previous ranking may undergo the ranking process again or may only update their documents.
4. School Heads are encouraged to recommend their teachers and endorsed their documents to this office.
5. Deadline for the submission of Pertinent Documents will be on January 29, 2016.
6. For information and guidance.