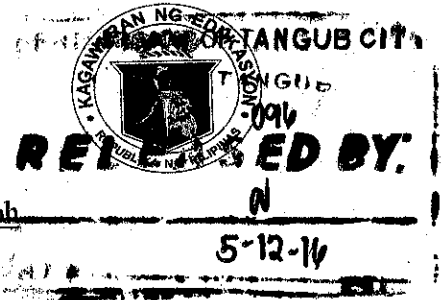




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
Telefax: (088) 395-3372
Email: depd10_tangub@yahoo.com .ph



DIVISION MEMORANDUM

No. 92, s. 2016

TO: Coordinating Principals
Principals, Head Teachers, TICs
Elementary

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

SUBJECT: DIVISION RANKING TO OCCUPY VACANT POSITIONS

Date: May 12, 2016

1. There will be a Division ranking of qualified applicants to occupy possible vacant Elementary Principal, Head Teacher and Teacher III positions/items that may occur due to the retirement of existing personnel.
2. Interested qualified applicants are to submit the following to be earmarked as follows for easy identification and perusal, to wit:
 - a. Certified xerox copy of Appointment;
 - b. Certificate of Passing the Qualifying Exam for Principals;
 - c. Updated Service Record
 - d. Certified Xerox copy of Approved Performance Rating (last 3 years)
 - e. Transcript of Records
 - f. Trainings/Seminars attended
 - g. Outstanding Accomplishments
3. Deadline of submission of pertinent papers will be on May 18, 2014 and the schedule for interview for Principal and Head Teacher positions is on May 20, 2016.
4. Please see DepEd Order No. 42, s. 2007, "The Revised Guidelines on Selection, Promotion and Designation of School Heads" for Principal and Head Teacher positions and DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions" for Teacher III position to be guided accordingly.
5. Immediate dissemination of this Memorandum is desired.