



Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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October 20, 2016
10-20-16

DIVISION MEMORANDUM

No. 216 s. 2016

**TO: Curriculum and Implementation Division
School Governance and Operations Division
Office of the Schools Division Superintendent
Secondary Principals & Head Teachers**

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

SUBJECT: DIVISION RANKING TO OCCUPY VACANT POSITIONS

Date: October 20, 2016

1. There will be a Division ranking of qualified applicants to occupy vacant Secondary Head Teacher III position/item.
2. Interested qualified applicants are to submit the following to be earmarked as follows for easy identification and perusal:
 - a. Certified xerox copy of Appointment;
 - b. Updated Service Record
 - c. Certified Xerox copy of Approved Performance Rating (last 3 years)
 - d. Transcript of Records
 - e. Trainings/Seminars attended
 - f. Outstanding Accomplishments
3. Deadline of submission of pertinent papers will be on October 24, 2016 and the schedule for interview is on October 25, 2016.
4. Immediate dissemination of this Memorandum is desired.