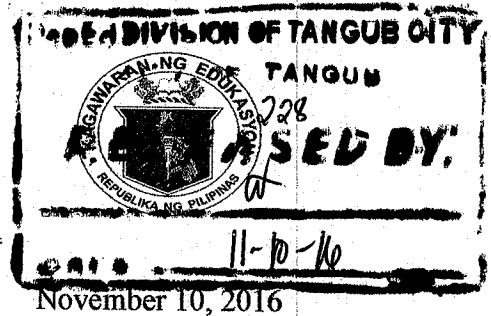




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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DIVISION MEMORANDUM

No. 222 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 POSITION

Date: November 10, 2016

1. There will be a Division ranking of qualified applicants to occupy vacant Secondary Head Teacher III for TLE position/item.
2. Interested qualified applicants are to submit the following to be earmarked as follows for easy identification and perusal:
 - a. Certified photo copy of Appointment;
 - b. Updated Service Record
 - c. Certified photo 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 November 18, 2016 and the schedule for interview is on November 21, 2016.
4. Immediate dissemination of this Memorandum is desired.