



Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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December 6, 2016

DIVISION MEMORANDUM

No. 244 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: December 6, 2016

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1. There will be a Division ranking of qualified applicants to occupy vacant Secondary Principal-1 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 December 16, 2016 and the schedule for interview is on December 19 2016.
 4. Immediate dissemination of this Memorandum is desired.