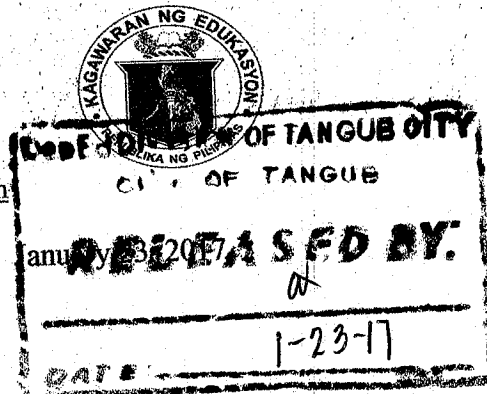




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
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DIVISION MEMORANDUM

No. 18 s. 2017

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: January 23, 2017

1. There will be a division ranking of qualified applicants to occupy vacant Administrative Aide position/item.
2. Interested qualified applicants are to submit the following to be earmarked as follows for easy identification and perusal:
 - a. Application Letter
 - b. Certified Xerox copy of Appointment;
 - 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 February 10, 2017.
4. Only applicants who meet the minimum qualification of the said position will be notified for interview through a text message from this office cell # 0907-865-5437. It is advised that applicant shall indicate their current phone number in their application.
5. Immediate dissemination of this Memorandum is desired.