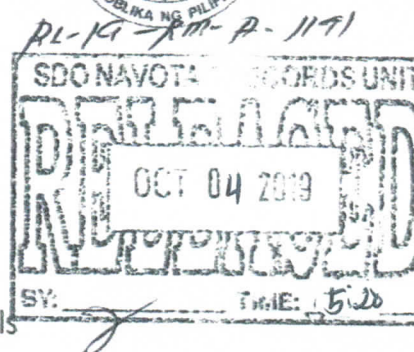


Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY
Bagumbayan Elementary School Compound
M. Naval St., Sipac – Almacén, Navotas City



MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Principals
All Others Concerned



FROM: *Alejandro G. Ibañez*
ALEJANDRO G. IBÁÑEZ, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DATE: October 3, 2019

SUBJECT: **VACANT SCHOOL PRINCIPAL I POSITION AT SDO PASAY CITY**

1. Attached is unnumbered Memorandum dated September 30, 2019 signed by Director Malcolm S. Garma re: Vacant School Principal I Position at SDO Pasay City, which is self-explanatory, for the information and guidance of all concerned.

2. Immediate dissemination of this Memorandum is desired.



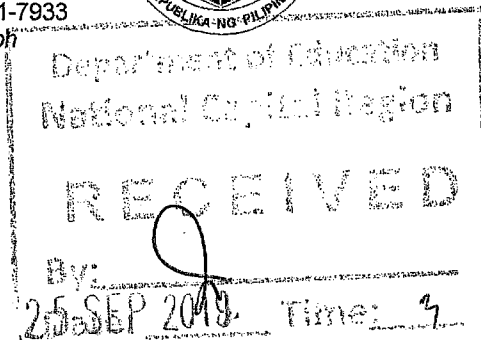
Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
PASAY CITY

P. Zamora St., Pasay City
831-6660 831-7948 831-7933
www.depedpasay.ph



20 September 2019

MALCOLM S. GARMA
Director IV
Department of Education-NCR
Misamis St., Bago Bantay, Quezon City




Thru: Personnel Division
DepEd-NCR

Sir:

In view of the need of applicants for the Secondary School Principal I in this Division, this office respectfully requests the Regional Office to disseminate the attached Memorandum to the fifteen (15) other Division Offices in the region to attract more qualified and competent applicants.

For favorable action.

Very truly yours,


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

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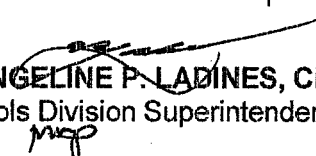


DO PASAY CITY
Records Section
RELEASED

Date & Time: 24 SEP 2019
By: Des 9:39

MEMORANDUM

TO : ALL SCHOOL HEADS
(Public and Private Elementary and Secondary Schools)
Other Government and Private Institutions/Entities
All Others Concerned

FROM :  **EVANGELINE P. LADINES, CESO V**
Schools Division Superintendent *al.*

SUBJECT : **CALL FOR SUBMISSION OF APPLICATION
DOCUMENTS FOR SCHOOL PRINCIPAL I POSITION**

DATE : 20 September 2019

1. Please be informed that this Schools Division Office is in need of a Secondary School Principal I, SG- 19, (specialized in Science or Mathematics or English).
2. Relative to this, interested applicants must meet the Qualification Standards set by the DepEd and the Civil Service Commission in the position being applied for (DepEd Order No. 42, s. 2007).
3. The application letter together with the documents listed hereunder must be submitted for ranking purposes c/o Personnel Section, this division, not later than October 7, 2019 and properly labeled inside a long brown envelope with the applicant's name, present position/designation, school, and the position being applied for, written on the extreme left corner of the envelope to wit:
 - a. Letter of Intent;
 - b. Duly Accomplished Form 212 (*Personal Data Sheet*)
 - c. Performance Rating (*last rating period prior to screening*)
 - d. Updated Service Records;
 - e. Outstanding Accomplishments:
 - Outstanding Employee Award
 - Innovation
 - Research & Development Project/s
 - Publication/Authorship
 - Consultant/Resource Speaker in Training/Seminars
 - f. Original and/or Certified True Copy of Transcript of Record for Baccalaureate Degree and Post-Graduate Degrees;

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- g. PRC License / Eligibility
 - h. Certificates of relevant seminars/trainings attended
(conducted for at least 3 days prior to this memo and not credited during last promotion)
 - i. Specialized Training (e.g. Scholarship Programs/Short Courses/Study Grants);
 - j. Latest CSC Form 33 (Appointment) (if applicable)
4. For queries and clarifications, applicants may contact Mr. Daniel A. De Ocampo, Administrative Officer IV-Personnel officer at (02)834-12-84.
5. Wide dissemination of this Memorandum is desired.

MRP/ars

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