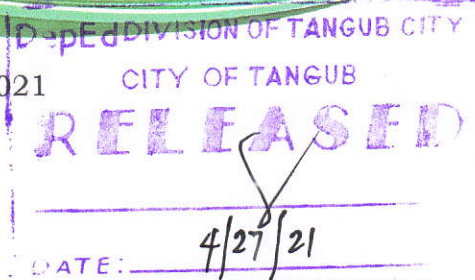




April 27, 2021



DIVISION MEMORANDUM
 No. 84, s. 2021

CONDUCT OF SELECTION FOR DISTRICT IN CHARGE POSITIONS

To: Chief Education Supervisors (CID and SGOD)
 Personnel Selection Committee
 Public Elementary and Secondary School Heads
 This Division

- In preparation for the upcoming reclassification of this Division from small to medium, this Office announces the conduct of the Selection for District In Charge positions.
- The selection process shall use DepEd Order No. 26 s. 2016 and DepEd Order No. 66 s.2007, following the basic requirements:


Position	Education	Experience	Training	Eligibility	Performance Rating
Public Schools District In Charge	Master's Degree in Education or other relevant Master's Degree	Five years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080	Very Satisfactory (VS) for the last three rating period (for transfer and promotion)

- Interested applicants must submit their letter of intent indicating their contact number on or before May 03, 2021 for orientation process.
- After the orientation, applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before May 14, 2021 as follows:
 - CSC Form 212 (Revised 2017) with 2x2 ID picture;
 - Certified photocopy of last approved appointment;
 - Certified photocopy of Performance Rating for the last three years;
 - Updated Service Record;
 - Outstanding Accomplishments
 - Employee Award
 - Innovations
 - Research and Development Projects





- Publication/ Authorship
 - Consultancy/Resource Speakership in Trainings/Seminars/ Workshop / Symposia
- f. Transcript of Records;
- g. PRC License, Certificate of Rating / Eligibility;
- h. Certified photocopy of Certificate attesting Outstanding Accomplishment /Awards Recognition; and
- i. Other documents relevant to the applied positions.
5. The documents shall be arranged accordingly as enumerated in paragraph 4 which includes table of contents;
- Each sheet must bear a page number;
 - Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) shall be at the bottom of the documents;
 - The applicants shall prepare two sets of pertinent documents following the above preparation;
 - The original copies of the documents shall be brought during the interview / deliberation;
 - Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.
6. Interview and evaluation of documents will be announced later.
7. Person with Disability (PWD) applicants will be interviewed in the first floor of this Office for accessibility.
8. Immediate dissemination of this Memorandum to all concerned is enjoined.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/ drd

