



DIVISION MEMORANDUM
No. 16, s. 2022

January 18, 2022

CORRIGENDUM TO DIVISION MEMORANDUM NO. 005, S. 2022 RE: CONDUCT OF SELECTION FOR HEAD TEACHER I (SECONDARY), PRINCIPAL II (SECONDARY), ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II), CHIEF EDUCATION PROGRAM SUPERVISOR AND SENIOR EDUCATION PROGRAM SPECIALIST POSITIONS

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

1. Relative to the Memorandum No. 05, s. 2022, the previous schedule of the face-to-face interview for Head Teacher I (Secondary), Principal II (Secondary), Administrative Assistant III (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer II), Chief Education Program Supervisor and Senior Education Program Specialist positions is cancelled due to the Regional Management Committee Meeting that the HRMPSB Chairperson has to attain, the following are the given new schedule for guidance of all aspirant applicants.

Positions	Schedule for Interview and Evaluation of Documents (FACE-TO-FACE)
Head Teacher I (Secondary)	Jan. 26, 2022 @ 9:00 am-4:30 pm (Division Office)
Principal II (Secondary)	
Administrative Assistant II (Disbursing Officer II)	Jan. 25, 2022 @ 9:00 am-4:30 pm (Division Office)
Administrative Assistant III (Senior Bookkeeper)	
Chief Education Program Supervisor	Jan. 24, 2022 @ 9:00 am-4:30 pm (Division Office)
Senior Education Program Specialist	Jan. 25, 2022 @ 9:00 am-4:30 pm (Division Office)

2. Only those applicants who submitted their pertinent documents on or before the cut-off date of the submission period will be included in the interview.

4. Immediate dissemination of this Memorandum is desired.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

📍 Anecito St., Mantic, Tangub City
🌐 Website: www.depedtangub.net
☎ Telephone: (088) 545 - 0304
📠 Telefax: (088) 395 - 3372





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