



Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

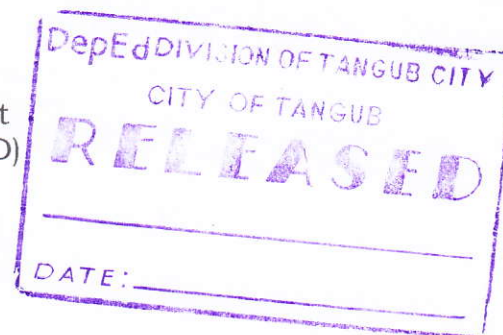
Office of the Schools Division Superintendent

July 27, 2022

**DIVISION MEMORANDUM**

No. 203, s. 2022

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Education Program Supervisors  
 Public Schools District In-Charge  
 Elementary and Secondary School Heads  
 All Others Concerned  
 This Division



**RECRUITMENT AND SELECTION OF APPLICANTS FOR  
 VACANT POSITIONS**

1. This office announces the recruitment and selection of applicants for the positions and the qualification standards stated below, to wit:

Position	Education	Experience	Training	Eligibility
School Principal II (Elementary)	Bachelor's Degree in Elementary Education; or Bachelor's Degree w/ 18 professional education units	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)

3. Applicants shall be guided by DepEd Order No. 42, 2007, re: The Revised Guidelines on Selection, Promotion and Designation of School Heads and submit supporting documents in **two (2) copies** addressed to Lorena P. Serrano, CESO VI, Assistant Schools Division Superintendent, Chairman of the Recruitment and Selection Committee on or before **August 5, 2022**. Documents shall be arranged in the following order, to wit:

- a) Letter of Intent
- b) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- c) Certified photocopy of last approved appointment
- d) Certified photocopy of Performance Rating for the last three years;
- e) Updated Service Record;
- f) Outstanding Accomplishments;
  - Outstanding Employee Award
  - Innovations
  - Research and Development Projects



Address: Anecito Siete St. Mantic, Tangub City

Telephone: (088) 530 - 5988



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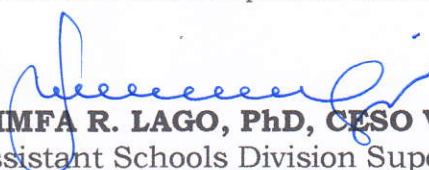

- Publication/Authorship
- Consultancy/Resource Speakership in Trainings, Seminars, Workshop or Symposia
- g) Transcript of Records.
- h) Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships attended.
- i) Photocopy of PRC License Card, Certificate of Rating/Eligibility.
- j) Other documents relevant to the applied position;

4. The documents shall be arranged accordingly to what are enumerated in the previous paragraph which includes a 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) and (a-l.) shall be at the bottom of the documents.
- The applicants shall prepare two set 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.

5. Interview for the qualified applicants will be on **August 09, 2022**, at exactly 09:00 o'clock in the morning via face to face at **Tangub City Division Office**.

6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent 

To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT  
PROMOTION  
HUMAN RESOURCE  
PERSONNEL SELECTION BOARD  
RANKING

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NRL/GCB



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