



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

No. 222 s. 2017

**TO:** Curriculum and Implementation Division  
School Governance and Operations Division  
Office of the Schools Division Superintendent  
Secondary, Elementary Principals & Head Teachers

**From:** VICTORIA V. GAZO, Ph. D., CESO V  
Schools Division Superintendent

**SUBJECT:** DIVISION RANKING TO OCCUPY VACANT POSITIONS

**Date:** October 24, 2017

1. Pursuant to DepEd Order No. 66 s. 2007 entitled "*Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions*," there will be a Division ranking to occupy available related teaching position/item.
  - a. Principal & Head Teacher (Secondary)
  - b. Principal & Head Teacher (Elementary)
2. Interested qualified applicants are to submit the following to be earmarked as follows for easy identification and perusal, to wit:
  - a. Application Letter
  - b. Personal Data Sheet (Revised 2017)
  - c. Certified Xerox copy of Appointment;
  - d. Updated Service Record
  - e. Certified Xerox copy of Approved Performance Rating (last 3 years)
  - f. Transcript of Records
  - g. Trainings/Seminars attended
  - h. Outstanding Accomplishments
3. Deadline of submission of pertinent papers will be on November 3, 2017 and the schedule for interview is between November 6-15, 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 # 0930-018-8966. It is advised that applicants shall indicate their current phone number in their application.
5. Immediate dissemination of this Memorandum is desired.