



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



NO. 175 s. 2017

**TO:** OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF-SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
CHIEF-CURRICULUM IMPLEMENTATION DIVISION  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL DIVISION PERSONNEL  
ALL OTHERS CONCERNED

**FROM:** CATHERINE P. TALAVERA, Ph.D.  
OIC – Schools Division Superintendent

**DATE:** July 10, 2017

**SUBJECT:** SUBMISSION OF PERTINENT DOCUMENTS OF APPLICANTS FOR  
SENIOR HIGH SCHOOL PRINCIPAL II, ASSISTANT SCHOOL  
PRINCIPAL II IN SDO TAYABAS CITY

In connection with the vacant item in our division, all interested and qualified applicants for Principal II are required to submit their pertinent documents at the record section on or before July 30, 2017.. All applicants should submit the following documents with proper ear tags, to wit:

- \* Application Letter
- \* CSC Form 212 (revised 2017) in copies with the latest 2 x 2 ID pictures
- \* Certified Photocopy of PRC ID
- \* Certified copies of Transcript of Records
- \* Copies of Certificate of Employment and Performance Rating for those applicants with experience.
- \* Certificate of Specialized Training
- \* Outstanding Accomplishments
- \* Research
- \* Innovation
- Resource Speaker





Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



- 
- |  |  |
|--|--|
| 1. Senior High School Principal II (1) | SG 20  |
| Qualification Standards                |  |
| Education                              | Bachelors degree in Secondary Education or its equivalent;<br>Master of Arts in Educational Management |
| Experience                             | 2 years relevant experience  |
| Eligibility                            | LET  |
| Training                               | 24 hrs. of relevant training   |
| Others                                 | NC II, NC III<br>TMC<br>TVL specialization<br>NQESH passer   |
|  |  |
| 2. Assistant School Principal II (2)   | SG 19  |
| Qualification Standards                |  |
| Education                              | Bachelors Degree in Secondary Education or its equivalent;<br>Master of Arts in Educational Management |
| Experience                             | 2 years relevant experience  |
| Training                               | 24 hrs. of relevant training   |
| Others                                 | NQESH passer   |

