



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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04 MAY 2023

DIVISION MEMORANDUM  
No. 215 s. 2023

**COMPETENCY PROFILING FOR OFFICER-IN-CHARGE ASSISTANT SCHOOLS  
DIVISION SUPERINTENDENTS**


To: Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to Regional Memorandum 223 s. 2023 dated April 25, 2023, this office informs the field of the conduct of Competency Profiling by the Regional Search Committee (RSC) for the position of Officer-In-Charge Assistant Schools Division Superintendent.
2. Interested and qualified applicants must submit their letter of intent together with a duly filled up Form 212 (Personal Data Sheet) and pertinent documents on or before May 12, 2023.
3. Attached is the Regional Memorandum for your reference.
4. Immediate dissemination of this memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**ANTONIO P. FAUSTINO JR.**  
OIC-Assistant Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph

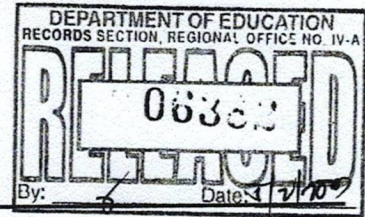


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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



**Regional Memorandum**  
No. 223 s. 2023

25 April 2023  
Schools Division of Tayabas City  
RECORDS SECTION

**COMPETENCY PROFILING FOR OFFICER-IN-CHARGE  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

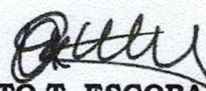
To: **Schools Division Superintendent**  
**All Others Concerned**

By: Ms. Jobelle

Date: 05-03-23 Time: 11:49

Control No. 050323-1149

1. The Regional Search Committee (RSC) shall conduct a competency profiling for the position of Officer-In-Charge Assistant Schools Division Superintendent.
2. Applicants in this competency profiling must possess the following:
  - a. Assessment Center (AC) passers or higher;
  - b. Holders of Master's degree in Education or any related courses preferably specializing in educational administration or education and development; and
  - c. With at least three (3) years of leadership and management experience in the Department of Education.
3. Interested applicants must submit the following on or before May 12, 2023:
  - a. Letter of Intent;
  - b. Updated and duly filled up Form 212 (Personal data Sheet);
  - c. Copy of Certificate of Passing the AC; and
  - d. Duly signed certification and service record indicating the leadership and management experience in the Department of Education.
4. The competency profiling shall be done in three (3) stages: Stage 1: Competency Assessment; Stage 2: Competency Validation; and Stage 3: Interview. The schedule of these screening processes shall be announced in separate issuance.
5. Thereafter, a background investigation of the shortlisted applicants shall be conducted to validate the applicant's track record, work attitude, and moral integrity.
6. For queries, please contact Ms. Ann Geralyn T. Pelias, Chief Administrative Officer through email at [rsc.calabarzon@deped.gov.ph](mailto:rsc.calabarzon@deped.gov.ph).
7. For immediate and widest dissemination.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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ROA/R1



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Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)

Records-RM-2023-223

