



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



**TO:** CHIEF, CURRICULUM IMPLEMENTATION DIVISION  
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL DIVISION PERSONNEL  
ALL OTHERS CONCERNED

**FROM:** CATHERINE P. TALAVERA, CESO VI  
Schools Division Superintendent

**DATE:** April 6, 2018

**SUBJECT:** EXTENSION FOR THE SUBMISSION OF PERTINENT  
DOCUMENTS OF INTERESTED QUALIFIED APPLICANTS FOR ONE  
(1) SENIOR HIGH SCHOOL PRINCIPAL II AND TWO (2) ASSISTANT  
SCHOOL PRINCIPAL II POSITIONS

To ensure and promote Merit and Fitness in the Ranking of School Heads, the SDO Tayabas City is extending the deadline for submission of pertinent documents to all interested qualified applicants for one (1) Senior High School Principal II and two (2) Assistant School Principal II positions on or before April 30, 2018. All applicants are requested to submit the following documents with proper ear tags, to wit:

- Application Letter
- CSC Form 212 (revised 2017) in copies with latest 2x2 ID pictures
- Certified photocopy of PRC ID
- Certified photocopy of TOR
- Copies of Certificates of Employment and Performance Rating for those applicants with experience
- Certificate of Specialized Training
- Outstanding Accomplishments
- Research
- Innovation
- Certificate of Speakership

Widest dissemination of this memorandum is highly desired.

