



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



DIVISION MEMORANDUM

No. 148. 2018

**TO: OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
EDUCATION PROGRAM SUPERVISORS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FROM: CATHERINE P. TALAVERA CESO VI
Schools Division Superintendent

**SUBJECT: TIMELINE FOR THE SUBMISSION OF PERTINENT PAPERS
AND DIVISION RANKING ACTIVITY FOR PROMOTION TO
SCHOOL PRINCIPAL I POSITION**

DATE: May 30, 2018

This is to inform all concerned regarding the timeline for the submission of Pertinent Papers and Division Ranking Activity for promotion to School Principal I position. All interested and qualified applicants are required to submit their pertinent papers at the records section on May 31, 2018. Applicants should submit the following documents with proper ear tags, to wit:

1. Application Letter
2. CSC Form 212 (revised 2017) with the latest 2 x 2 ID picture
3. Certified Photocopy of PRC ID
4. Certified copies of Transcript of Records
5. Copies of Certificate of Employments, Teaching and Related Teaching Experience and Performance Rating
6. Certificate of Specialized Trainings
7. Certificate of Speakership
8. Certificate of Outstanding Accomplishments
 - i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Projects
 - iv. Publication and Authorship
9. Division Clearance (School Reports and Accounts)

Attached herewith is the timeline for submission of pertinent paper and division ranking activity.

Widest dissemination of this memorandum is desired.



**TIMELINE FOR THE SUBMISSION OF PERTINENT PAPERS AND DIVISION RANKING
ACTIVITY FOR PROMOTION TO SCHOOL PRINCIPAL I POSITION**

DATE	ACTIVITIES	PERSONS INVOLVED
May 31, 2018 5:00 PM	Submission of Pertinent Documents	HRMO PSB Committee
June 1, 2018 8:00AM	Interview	HRMO PSB Committee
June 1, 2018 9:30 AM	Deliberation(Open Ranking)	HRMO PSB Committee
	Approval and Submission of the result of Division Ranking to Approving Authority	

