



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

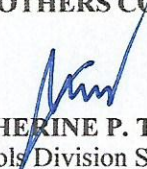


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**DIVISION MEMORANDUM**

No. 154. 2018

**TO:** 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:** SUBMISSION OF PERTINENT PAPERS AND DIVISION RANKING ACTIVITY FOR  
PROMOTION TO HEAD TEACHER POSITION

**DATE:** June 4, 2018

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This is to inform all concerned regarding the submission of Pertinent Papers and Division Ranking Activity for promotion to Head Teacher position. All interested and qualified applicants should submit the following documents on or before June 8, 2018 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

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

Widest dissemination of this memorandum is desired.

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*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

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**TIMELINE FOR SUBMISSION OF PERTINENT PAPERS AND DIVISION RANKING ACTIVITY FOR  
PROMOTION TO HEAD TEACHER POSITION**

| DATE                 | ACTIVITIES                                                                                                 | PERSONS INVOLVED         |
|----------------------|------------------------------------------------------------------------------------------------------------|--------------------------|
| June 5-7, 2018       | School Ranking                                                                                             | School Ranking Committee |
| June 8, 2018         | Submission of result of School Ranking to Division Office                                                  | HRMO PSB Committee       |
| June 11, 2018 1:00PM | Deliberation and Interview                                                                                 | HRMO PSB Committee       |
| June 11, 2018        | Approval and Submission of the result of Division Ranking for Head Teacher position to Approving Authority |                          |

