



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum

No. 288, s. 2020

TO: **ALL INTERESTED APPLICANTS**

SUBJECT: **SUBMISSION OF APPLICATION FOR SECONDARY SCHOOL PRINCIPAL I**

DATE: **December 22, 2020**

1. This is to invite all interested applicants to submit their application documents for **Secondary School- Principal I** position (Vice Imelda B. Velo and Avelina P. Trinidad) until **January 4, 2021**.
2. As to the arrangement of documents, please follow the following order (*in 3 folders*).
 - A. **Application Letter**
 - B. **Personal Data Sheet**
 - C. **Performance Rating (SY 2017-2018, SY 2018-2019 and SY 2019-2020)**
 - D. **Appointment and/or Designation Order (TIC/OIC) if any**
 - E. **Outstanding Accomplishments**
 - a. **Award**
 - b. **Innovation**
 - c. **Research and Development Projects**
 - d. **Publication/Authorship**
 - e. **Consultant/Resource Speaker/ Facilitator/ Evaluator/ Writer/ Presenter/ Trainer in Trainings/Seminars/Workshops/Symposia**
 - F. **Education**
 - G. **Training**

*****E-K must be during the latest position.**
3. Please refer to Regional Memorandum No. 178, s. 2020 for the MOVs to be attached.
4. Submission of application and insertion of documents after the set deadline is not accepted.
5. For information and guidance.

IRENE S. ANGWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

