

DIVISION MEMORANDUM

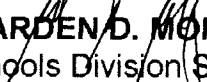
No. 291, s. 2013

MAY 31 2013

**SPECIAL SCREENING OF APPLICANTS FOR PRINCIPAL-1
POSITION (ELEMENTARY) SY 2013-2014**

To: OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. The field is hereby informed that this Office will conduct a special screening of applicants for Principal-1 (Elementary) position on July 1, 2013.
2. Interested applicants are requested to submit the following documents on or before July 1, 2013 to the Office of OIC-ASDS Roseller N. Gelig, to wit:
 - a. Application Letter
 - b. Photo copy of latest Appointment
 - c. Photo copy of Rating on National Qualifying Examination for School Head
 - d. Photo copy of Certificates of trainings/seminars/workshops attended
 - e. Photo copy of Certificates of outstanding accomplishments
 - f. Photo copy of Performance Rating for the last three (3) rating periods (2nd sem FY 2011, 1st & 2nd sem of FY2012)
3. Applicants who will submit incomplete set of documents will not be allowed to proceed to interview and written examination.
4. Immediate dissemination of this Memorandum is directed.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

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