



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila

August 31, 2010

MEMORANDUM TO:

**Assistant Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals/
Head Teachers/Officers In-Charge
Heads of Administrative Units**

For the information and guidance of the field and in view of the impending compulsory Retirement of the incumbents to the three (3) positions of Education, Supervisor I and three (3) Public Schools District Supervisor, the Division Promotion Board will convene and conduct the evaluation/screening of candidates to the following positions on September 29, 2010.


<u>POSITION</u>	<u>SALARY GRADE</u>	<u>SALARY</u>
1 Education Supervisor I (Filipino-Elem.)	22	P32,973.00/mo.
1 Education Supervisor I (MAPEH)	22	P32,973.00/mo.
1 Education Supervisor I (Filipino-Sec.)	22	P32,973.00/mo.
3 Public Schools District Supervisor	22	P32,973.00/mo.

All interested and qualified applicants to the positions are hereby requested to submit to the Head, Personnel Services Section the following pertinent documents on or before September 22, 2010. (Original & Xerox copies)

1. Personal Data Sheet (CS Form 212)
2. Updated Service Records
3. Performance Rating for the last 3 rating periods
4. Certificate of Outstanding Accomplishments
 - a) Outstanding Employee Award
 - b) Innovations
 - c) Research and Development Project
 - d) Publication/Authorship
 - e) Consultant/Resource Speaker in Trainings/Seminar/Workshop/Symposia.
5. Transcript of Records/Diploma for Masteral or Doctorate Degree
6. PRC License/Certificate of Registration from PRC
7. Certification of Seminars/Training Attended

Failure to submit the required documents on the prescribed period of submission will mean forfeiture of his/her right to the position.

Please be guided accordingly.


CORAZON C. RUBIO, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge