



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

September 30, 2009

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

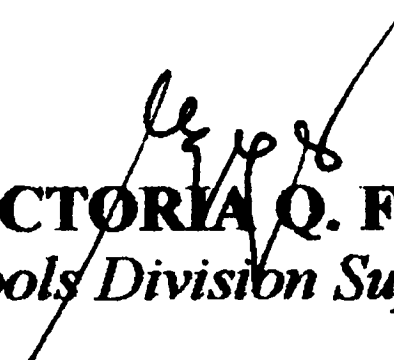
For the information and guidance of all concerned, it is informed that the position of Education Supervisor I, this Division is now vacant in view of the promotion of Ms. Elizabeth Meneses to Education Supervisor II at the DepEd NCR effective September 12, 2009.

In this connection, the Division Promotion Selection Board will convene for the conduct of screening and evaluation of all interested candidates on October 20, 2009.

All interested and qualified applicants should submit the following pertinent documents to the Head, Personnel Section for authentication on or before October 16, 2009.

1. Form 212 (Revised CSC Form 2005)
2. Performance Rating (last 3 rating period)
3. Updated Service Records
4. Outstanding Accomplishments (meritorious accomplishments)
  - Outstanding employee award
  - Innovations
  - Research & Development Projects
  - Publication/Authorship
  - Consultant/Resource Speaker in Training/Seminars
5. Transcript of Records
6. PRC License
7. Certificate of Seminars/Training attended
8. Specialized training e.g. scholarship programs, short courses  
Study grants.

Please be guided accordingly.

  
**VICTORIA Q. FUENTES**  
*Schools Division Superintendent*

**Republika ng Pilipinas**  
**(Republic of the Philippines)**  
**KAGAWARAN NG EDUKASYON**  
**(DEPARTMENT OF EDUCATION)**  
**PAMBANSANG PUNONG REHIYON**  
**(NATIONAL CAPITAL REGION)**  
**Daang Misamis, Bago Bantay, Lungsod Quezon**  
**(Misamis St., Bago Bantay, Quezon City)**

September 2, 2009

Dr. Victoria Q. Fuentes  
Schools Division Superintendent  
Division of Quezon City  
Metro Manila

Dear Dr. Fuentes:

Please be informed that the appointment of Dr. Elizabeth V. Meneses, Education Supervisor I, that Division as Education Supervisor II, Secondary Education Division, this Region, is approved by the authorities concerned.

In this connection, to facilitate her transfer to this Office, it is requested that the following documents be submitted at the earliest possible time:

1. Updated Service Records, indicating LAWOP, if any
2. Certification of Leave Credits
3. Statement of Assets, Liabilities and Net Worth
4. Clearance as to Money and Property Accountabilities
5. Certification of Last Payment with Itemized payroll deductions.

CDs - 9/10/09  
PDS - MR - 9/11/09

Very truly yours,

  
TERESITA G. DOMALANTA, CESO III  
Director IV

Cd/flo

SEP 04 2009

BY: 

**DEPED - NCR**  
**RECORDS UNIT**  
**RELEASED**

BY: 

DATE: SEP 03 TIME: 10:30

2009