



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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October 7, 2019

DIVISION MEMORANDUM

No. 864, series of 2019

SUBMISSION OF APPLICATION DOCUMENTS FOR THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

TO: Chief Education Supervisors (CID&SGOD)
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

In reference to unnumbered DepEd Regional Memorandum dated October 1, 2019 entitled "Submission of Application Documents for the Assistant Schools Division Superintendent Designation", the DepEd Regional Office XI invites qualified applicants from Schools Division Office to submit application letter and pertinent documents for the interview of Assistant Schools Division Superintendent designation, to Administrative Services Division, DepEd Regional Office XI, on or before **October 15, 2019**, to wit:

1. Letter of Intent/Application Letter (addressed to the Regional Director)
2. Duly accomplished Updated Personal Data Sheet (PDS) with recent passport-sized picture; (CS Form No. 212, Revised 2017);
3. Performance Evaluation Ratings (last 2 rating period) (if applicable);
4. Certificate of eligibility/rating/license (Certified True Copy);
5. Official Transcript of Records (with CAV issued by CHED) (Certified True Copy);
6. Updated Service Records;
7. Certificate of Employment;
8. Certificate of training/seminar/workshops attended relevant to vacant position, recognition/appreciation with 5 years and not used in the latest promotion;
9. Latest Appointment (validated by CSC);
10. Current Position Description Form (PDF); and
11. Certificate of No Pending Case.

For immediate dissemination.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED 43484

08 OCT 2019 TIME: 2:40

BY:

FOR AND IN THE ABSENCE OF:

WINNIE E. BATON, EdD

Officer-In-Charge

Office of the Schools Division Superintendent

Encls: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

ADMIN APPLICATION ASDS

ROM: Submission of Application Documents for the Assistant Schools Division Superintendent Designation
07 October, 2019

MELANIE R. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT



DEPARTMENT OF EDUCATION
REGION XI
Davao City

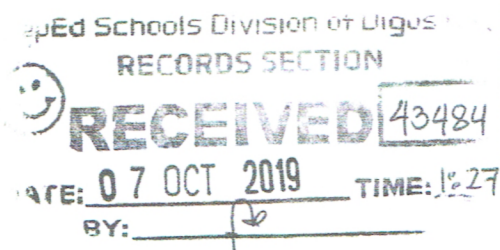


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Email: region11@deped.gov.ph
Website: www.depedroxi.ph

MEMORANDUM

To : Assistant Regional Director
Regional Chiefs of Divisions
Schools Division Superintendents/OIC-SDSs
This Region



Subject: SUBMISSION OF APPLICATION DOCUMENTS FOR
THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
DESIGNATION

Date : October 1, 2019

This Office invites qualified applicants from Schools Division Offices and the Regional Office to submit their application letter and pertinent documents for the interview of Assistant Schools Division Superintendent designation, to Administrative Services Division, DepEd Regional Office XI, on or before **October 15, 2019**, to wit:

1. Letter of Intent/Application Letter (addressed to the Regional Director);
2. Duly accomplished Updated Personal Data Sheet (PDS) with recent passport-sized picture; (CS Form No. 212, Revised 2017);
3. Performance Evaluation Ratings (last 2 rating period) (if applicable);
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6. Updated Service Records;
7. Certificate of Employment;
8. Certificate of training/ seminar/ workshops attended relevant to vacant position, recognition/ appreciation within 5 years and not used in the latest promotion;
9. Latest Appointment (validated by CSC);
10. Current Position Description Form (PDF); and
11. Certification of No Pending Case.

For immediate dissemination and compliance.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASE

By:
Date: 10-7-19 1:03

EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

ROA3/PS/jtg

1910-4896
Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 1

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