



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

December 27, 2018

DIVISION MEMORANDUM

No. 899, s. 2018

**SCHEDULE FOR VALIDATION OF DOCUMENTS AND INTERVIEW
OF APPLICANTS FOR THE POSITION OF HEAD TEACHER I, II & III
FOR ELEMENTARY AND SECONDARY LEVEL**

To : OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel


1. All applicants for the positions of Head Teacher I, II & III in this Division are hereby informed of the following schedule for validation of the required documents and interviews to be held at the **Division Office Conference Room** to start at **9:00 a.m.**:

<u>Position</u>	<u>Schedule</u>
• Head Teacher I, II & III	- January 7-11, 2019

2. They are also required to bring with them the **original copies** of the following documents:

- Certificate of Eligibility/Report of Rating
- Certificate of Outstanding/Meritorious Accomplishments
- Certificate of Trainings/Seminars/Scholarship Grant Attended
- Official Transcript of Records
- Performance Rating (for the last 3 rating period)
- Service Record/Certificate for Employment

3. It is desired that this Memorandum be disseminated to concerned applicants.


WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

WDB/lani

7 DEC 2018