



Republic of the Philippines
Department of Education
Region XVIII, Negros Island Region
DIVISION OF NEGROS ORIENTAL
Dumaguete City



March 03, 2017

MEMORANDUM

TO : The District Supervisors/District-In-Charge
Elementary/Secondary School Principals

This Office has an immediate need of school principals in the elementary/secondary level to be designated as District-In-Charge of the newly created/regular districts in this division.

Interested school principals (*with at least School Principal II items*) are requested to submit to this Office c/o Dr. Lelanie T. Cabrera, Assistant Schools Division Superintendent and Chairperson of the Promotion and Selection Board (PSB), copies of the following documents on or before March 20, 2017:

1. Letter of Intent with Indorsement from the District Supervisor/District-In-Charge
2. Certificate of Outstanding/Meritorious Accomplishments
3. Certificate of Trainings/Seminars/Scholarship Grant Attended
4. Official Transcript of Records
5. Performance Rating (*3 rating period*)
6. Updated Service Record

SALUSTIANO T. JIMENEZ, CESO VI
OIC – Office of the Assistant Regional Director &
Concurrent OIC – Office of the Asst. Schools Div. Supt.
3/6/17

/lpsar.

07 MAR 2017