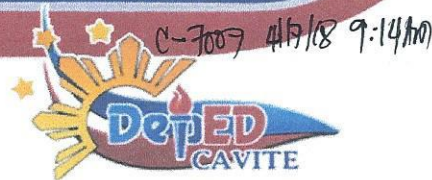




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



April 17, 2018

DIVISION MEMORANDUM
NO. 097, s. 2018

**CALL FOR APPLICATION FOR THE POSITIONS OF
SECONDARY SCHOOL PRINCIPAL IV**

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
PSB – Chairman & Members
All Other Concerned

1. This office announces the opening of application for the positions of Secondary School Principal IV, with the following Qualification Standards:

➤ **Secondary School Principal IV (SG-22)**

- **Education:** Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units + 6 units of Management
- **Eligibility:** RA 1080 (Teacher)
- **Experience:** 3 years as Principal
- **Training:** 40 hours of relevant training

2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 42, s. 2007:

E-folder - A. Letter of Intent addressed to the Schools Division Superintendent

E-folder - B. Personal Data Sheet with picture

E-folder - C. Performance Rating – 3 consecutive years (if any)

E-folder - D. Experience – Service Record or Certificate of Employment

E-folder - E. Outstanding Accomplishments (if any)

1. Awards 2. Innovations 3. Research 4. Publication

5. Consultant/Resource Speakers in trainings/seminars


E-folder - F. Education and Trainings

1. Latest Transcript of Records

2. Certificates of Trainings attended

E-folder - G. Certificate of Eligibility

3. CD cover should be labelled with applicant's name and position desired. Likewise, all applicants should bring the hard copy documents during interview for validation.
4. Submit on or before **May 3, 2018 (Thursday)** at the Records Unit, Division Office, Trece Martires City, Cavite
5. Posting and immediate dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA, CESO VI
Schools Division Superintendent