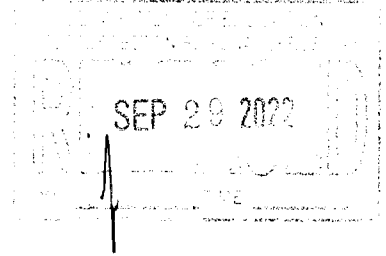




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

MEMORANDUM

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of Divisions
All Concerned



From: **ESTELA P. LEON-CARIÑO EdD, CESO III**
Director IV/Regional Director

Subject: **Regional Search for Anticipated Vacancies for SDS and ASDS Positions**

Date: September 28, 2022

1. To establish a pool of qualified applicants for Third Level Positions and to facilitate appropriate actions for anticipated vacancies for Schools Division Superintendent and Assistant Schools Division Superintendent positions in the Region, interested and qualified applicants are encouraged to submit the following documents to the Regional Office on or before **October 10, 2022**:

- a) Letter of Intent;
- b) Duly accomplished and subscribed Personal Data Sheet, including a list and description of any qualifying examinations taken/passed, assignments in the past 3 years, successful programs, projects, and/or work processes initiated/led/accomplished, and relevant citations/awards received for the past three (3) years;
- c) Service Records;
- d) Performance Rating for the last 3 years;
- e) Any relevant documents;
- f) List of Superior, Peer, and Subordinate raters (2); please specify the Name, Position, and Office/School of identified raters.

2. The reconstituted Regional Search Committee (per Regional Order No. 001, s. 2022) will implement, the search procedure with the following stages:

- a) Receipt by the Regional Director of the letter of intent and documents of applicants
- b) Initial screening of candidates, review of fitness for evaluation
- c) Information gathering by the Data Gathering Teams and initial profiling of candidates





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- d) Preparation of shortlist for interview
 - e) Interview of shortlisted candidates
 - f) Deliberations and preparation of final rating
 - g) Submission of recommendations to the Secretary
3. For information and dissemination.

EPLC/MAB/ea



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph

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