



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



July 25, 2016

JUL 25 2016

REGIONAL MEMORANDUM
 No. **198 - 2016**

SPECIAL REGIONAL SEARCH FOR SCHOOLS DIVISION SUPERINTENDENT AND ASSISTANT SCHOOLS DIVISION SUPERINTENDENT POSITIONS IN THE REGION

TO: Schools Division Superintendents
 Chiefs/OICs of Divisions
 Members of the Regional Search Committee
 All Concerned

1. In anticipation of the filling up of existing Schools Division Superintendent and Assistant Schools Division Superintendent vacancies in the region, the Regional Search Committee shall conduct a special regional search among the qualifiers in the region.

2. All interested qualifiers are advised to package their pertinent documents in eight (8) copies and submit such to the Regional Office on or before July 27, 2016. The documents should include the following:

- a. Letter of Intent
- b. Personal Data Sheet/Detailed Curriculum vitae, including the ff.:
 - a list and description of any qualifying examinations taken/passed
 - assignments in the past five (5) years
 - successful programs, projects and/or work processes initiated/led/accomplished, and
 - relevant citations/awards received.
- c. Service Records
- d. Clearances
- e. Performance Evaluation Records
- f. List of 5 proposed raters for Superior, peer, and subordinate/rank and file

3. Activities are scheduled as follows:

DATE/TIME	ACTIVITY	VENUE	PERSONS INVOLVED
July 28, 2016			
8:15 AM-9:00AM	Coordination Meeting	RO	RSC Teams
9:00 AM -5:00 PM	Assessment of papers	RO	RSC Teams
	Self-Rating	RO	Applicants

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434



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July 28, 2015, 9:00 AM-5:00 PM	Superior, Peer, Subordinate Rating	RO	Raters identified by Applicants
July 29, 2016 9:00 AM -5:00 PM	Interview	RO	Applicants, RSC Main-Team

4. Transportation expenses of RSC members, Lunch, AM & PM snacks of raters, applicants and RSC members and other allowable expenses incidental to this activity shall be charged to Regional Office funds, subject to the usual budgeting, accounting and auditing rules and regulations.

3. For information, dissemination and compliance.

SORAYA T. FACULO
 Chief Education Supervisor
 OIC – Office of the Assistant Regional Director

BGT/STF/aaa

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