



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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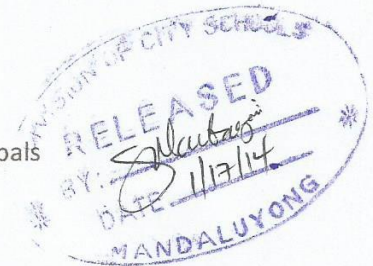


January 15, 2014

ADDENDUM TO DIVISION MEMORANDUM NO. 81, S. 2013 DATED SEPTEMBER 4, 2013
RE: GUIDELINES ON THE DESIGNATION OF ASSISTANT TO THE PRINCIPALS (ASTP)
AND DEPARTMENT COORDINATORS

Memorandum To:

OIC-Assistant Schools Division Superintendent
Education/District Supervisors
Principals, Elementary and Secondary School Principals
Administrative Officer-V
Human Resource Management Officer-I



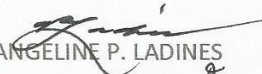
Per cursory review of the criteria for the selection and designation of Assistant to the Principals (ASTP) and Department Coordinators in the Division Memorandum No. 81, s. 2013 disclosed that no corresponding points were allotted to Performance Rating (PR), Education and Trainings of the candidates. Hence, In order to complete the 100% criteria, the points system will be as follows:

I.	Performance Rating	-	25 pts.
II.	Outstanding Accomplishments	-	30 pts.
III.	Potential	-	10 pts.
IV.	Psychosocial Attributes and Personality Traits	-	15 pts.
V.	Education	-	10 pts.
VI.	Training	-	10 pts.

	TOTAL	-	100 pts.

Nonetheless, all other guidelines and information stated in the Division Memorandum No. ~~81~~, s. 2013 shall remain.

Immediate and widest dissemination of this Memorandum is desired.


EVANGELINE P. LADINES
OIC-Schools Division Superintendent