

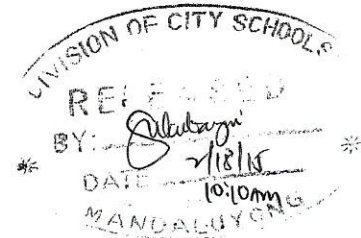


Republic of the Philippines
 Department of Education
 National Capital Region
DIVISION OF CITY SCHOOLS
 City of Mandaluyong

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Memorandum To : Education Program and District Supervisors
 Division Coordinator
 Principals, Public Elementary and Secondary Schools
 Administrative Officer V
 Division Section Chiefs
 All Others Concerned



Date : February 18, 2015

Subject : **RANKING FOR SECONDARY SCHOOL PRINCIPAL IV**

The field is hereby informed that the recruitment for the vacant Secondary School Principal IV with Salary Grade 22 is now officially open.


The minimum qualification standards for Secondary School Principal IV is as follows:

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

Interested applicants who meet the minimum qualifications are requested to submit their application letter together with the following credentials c/o Personnel Unit on or before **March 5, 2015**, to wit:

1. Personal Data Sheet (CSC Form 212) or Resume
2. Copy of PRC License
3. Copy of LET/PBET Rating
4. Updated Copy of Service Record or Certification of Employment
5. Performance Appraisal for the last three (3) Rating Periods
6. Transcript of Records
7. Certificates of Seminars/Trainings Attended (at least 3 days)
8. Specialized Training Certificates, e.g. scholarship programs, short courses, study grants
9. Certification of Outstanding Accomplishments e.g. Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship, Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia

Immediate and wide dissemination of this Memorandum is desired.


NERISSA L. LOSARIA, CESO VI
 Officer-in-Charge
 Office of the Schools Division Superintendent