

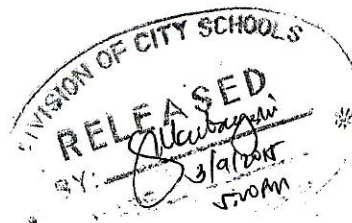


Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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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 : March 9, 2015

Subject : **CORRIGENDUM TO UNNUMBERED DIVISION MEMORANDUM
DATED FEBRUARY 18, 2015 RE: RANKING FOR SECONDARY
SCHOOL PRINCIPAL IV**

This is to inform the field that the vacant School Principal Item is **School Principal IV** with Salary Grade 22. The word **Secondary** has already been removed in the Plantilla Position Title since a school head can serve in either elementary or secondary school.

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

Position Title	Education	Experience	Training	Eligibility
School Principal IV	Bachelor's Degree in 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)

Accordingly, an extension of deadline for the submission of application letter together with the following credentials is hereby set on or before **March 13, 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