



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
MLA-2021-OSDS-199-1

To : **Dr. FILOMENA C. TANGGAAN**
Dr. ESTHER L. CAGAS
Miss ANGELI FAITH V. PASCUAL
Miss LADY MAY P. KARAAN

From : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent *file*

Subject : **EVALUATION & VALIDATION OF DOCUMENTS AND
CONDUCT OF INTERVIEW OF APPLICANTS FOR THE POSITION
OF HEAD TEACHER III**

Date : October 21, 2021

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1. Designated as the Division Human Resource Merit Promotion and Selection Board Secretariat, you are hereby directed to facilitate the preliminaries and assist the Board in the evaluation and validation of pertinent papers of the applicants for the ranking of the position of Secondary Head Teacher III on **November 3, 2021**, and to conduct an interview on **November 8, 2021** at the Office of the Assistant Schools Division Superintendent.
 2. You are expected to perform your duties and responsibilities with utmost sincerity and dedication.
 3. Expenses relative to the conduct of the said activity are chargeable against Division MOOE, subject to the usual auditing rules and regulations.
 4. For information, guidance, and strict compliance.

JIAL/CPC/ASDS/CPC/aivp



Address: Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
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Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

To : **Engr. JOSE C. MARIÑAS III**

From : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent *Wlee*

Subject : **CONDUCT OF INTERVIEW OF APPLICANTS FOR THE
POSITION OF HEAD TEACHER III**

Date : October 21, 2021

1. The Division Human Resource Merit Promotion and Selection Board shall conduct an online interview of applicants for the ranking of the position of Secondary Head Teacher III on **November 8, 2021** at the Office of the Assistant Schools Division Superintendent.
2. In line with this, you are directed to be the Board's technical support in the conduct of such. You are expected to perform your duties and responsibilities with utmost sincerity and dedication.
3. Expenses relative to the conduct of the said activity are chargeable against Division MOOE, subject to the usual auditing rules and regulations.
4. For information, guidance, and strict compliance.

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