



Divided DIVISION OFFICE
BAGUIO CITY
OCT 10 2019
RELEASED

	GENERAL QUALITY FORM		Document Code: Revision: 00 Effectivity Date: 08-20-2018
	DIVISION MEMORANDUM		Name of Office: OSDS-OASDS

Office of the Superintendent
Division Memorandum Number. 521, s. 2019

**INVITATION TO ALL PRINCIPAL PASSERS WITHOUT SCHOOL
ASSIGNMENT AS SCHOOL HEAD**

TO: Public Schools District Supervisors
Public School Heads
All others concerned

1. Due to the reassignment of the incumbent principal of Rizal National High School, all interested principal passers who have not been deployed are invited to submit their documents.
2. The needed documents are the following:
 - a. Personal Data Sheet (PDS)
 - b. Performance rating for the last rating period
 - c. Service Record
 - d. Certificate of Employment
 - e. Designation Order duly signed by SDS
 - f. Certificate of eligibility/rating/license
 - g. Outstanding Accomplishments (awards, innovation, research and development project, publication/authorship, consultancy/ resource speakership)
 - h. Transcript of records
 - i. Certificate of trainings/seminars
 - j. Other pertinent documents
3. Due date on the submission of documents (original copies) for assessment will be on or before October 18, 2019. Coordinate with the HRMO for details.
4. Dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
School Division Superintendent