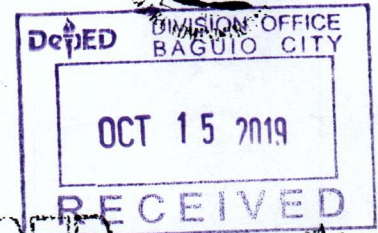




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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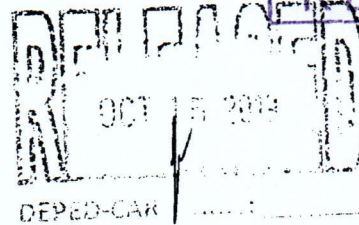
October 14, 2019

MEMORANDUM

To: Schools Division Superintendents
Chiefs of Divisions
All Concerned Personnel

From:  **MAY B. ECLAR, Ph. D., CESO V**
Regional Director

Subject: Regional Search for Vacancies and Anticipated Vacancies for ASDS Positions



1. This is to inform the current vacancies for Assistant Schools Division Superintendent positions in the Divisions of Mt. Province and Kalinga;

2. For the said vacancies and anticipated vacancies for Assistant Schools Division Superintendent positions in the Region, interested and qualified applicants are encouraged to submit the following documents to the Regional Office on or before **October 23, 2019**:

- a) Letter of Intent;
- b) Personal Data Sheet, including a list and description of any qualifying examinations taken/passed, assignments in the past 3 years, successful programs, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received for the past three (3) years;
- c) Service Records;
- d) Performance Rating for the last 3 years;
- e) Any relevant documents;
- f) List of Superior, Peer, and Subordinate raters (2), please specify Name, Position, and Office/School of identified raters

3. The Search Procedure which the reconstituted Regional Search Committee (per Regional Order No. _____ s. 2019) will implement, shall have the following stages:

- a) Receipt by the Regional Director of the letter of intent and documents of applicants
- b) Initial screening of candidates, review of fitness for evaluation
- c) Information gathering by the Data Gathering Teams and initial profiling of candidates
- d) Preparation of shortlist for interview
- e) Interview of shortlisted candidates
- f) Deliberations and preparation of final rating
- g) Submission of recommendations to the Secretary

4. For information and dissemination.

MBE/eea