



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



August 18, 2026

DIVISION MEMORANDUM
No. **532, s. 2026**

**CALL FOR APPLICATIONS FOR SCHOOL HEAD DESIGNATE OF DOÑA AURORA
NATIONAL HIGH SCHOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. To ensure the continuous and effective management of Doña Aurora National High School and the delivery of quality basic education services, the Schools Division Office invites qualified and interested personnel to apply for designation as School Head of the said school.
2. In this regard, interested applicants are invited to submit their applications in accordance with the requirements and procedures prescribed herein.
3. Applicants shall submit an application letter addressed to the Office of the Schools Division Superintendent on or before August 21, 2026, together with the following documentary requirements:
 - a. Duly Accomplished Personal Data Sheet (PDS) with Work Experience Sheet;
 - b. *Photocopy of Service Record, including designation as Teacher-in-Charge (TIC), if applicable;*
 - c. *Photocopy of Official Transcript of Records;*
 - d. *Photocopy of latest Performance Rating; and*
 - e. *Photocopy of certificates of relevant training/s.*
4. The designation shall be without additional compensation, except for applicable leave benefits, and shall provide an opportunity to exercise leadership and management skills.
5. Widest dissemination of this Memorandum is desired.


Digitally signed by Soraya T. Faculo
Date: 2026.08.19 10:03:22 +08'00'
SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

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