



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

2 September 2021

DIVISION MEMORANDUM
No. 517, s. 2021

**CALL FOR INTERESTED SECONDARY SCHOOL TEACHERS TO BE
DESIGNATED AS TEACHER-IN-CHARGE/SCHOOL-IN-CHARGE**

To: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
MEMBERS OF THE HUMAN RESOURCE
MERIT AND PROMOTION SELECTION BOARD
CONCERNED PSDS OF THE DISTRICT
WHERE THE VACANCY OCCURS
INTERESTED TEACHER APPLICANTS**

1. In view of the impending School Head vacancy in one of the High School campuses of this Schools Division Office, interested Secondary School Teachers are invited to apply for the said vacancy who shall be deployed through a Designation Order as Teacher-In-Charge. The applicants shall submit an application letter addressed to the Schools Division superintendent attached with the photo machine copies of their latest appointment, personal data sheet and individual performance commitment and rating (IPCR) form. The deadline for the submission of the application shall be **on 6 September 2021**.
2. The Chair and Members of the HRMPSB, including the concerned Public Schools District Supervisor, shall convene after the deadline and schedule the deliberation on the documents submitted and, subsequently, conduct the virtual interview of the applicants.
3. The Secretary of the HRMPSB is enjoined to prepare the link and send the same to the qualified applicants before the interview proper.
4. For immediate dissemination and strict compliance.


CRISTY C. EPE 9/2/2021
Schools Division Superintendent

