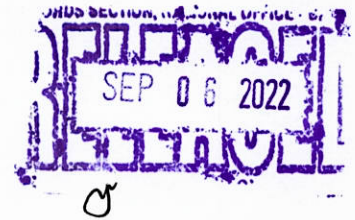




Republic of the Philippines
Department of Education
CARAGA REGION



September 05, 2022

REGIONAL MEMORANDUM
No. 0754, s. 2022

To : ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
This Region

ACCEPTANCE OF APPLICATION FOR VACANT THIRD LEVEL POSITIONS
IN CARAGA REGION

1. This Office announces the acceptance of application for the Third Level positions such as: Schools Division Superintendents (SDS) and Assistant Schools Division Superintendents (ASDS) for Caraga Region.
2. Interested applicants must be a Career Executive Service Eligible (CESE) and should signify interest in writing.
3. Attach the following documents to the application letter addressed to **MA. GEMMA MERCADO LEDESMA**, Director IV, Department of Education, Caraga Regional Office, JP Rosales Avenue, Butuan City or email at caraga@deped.gov.ph not later than **September 09, 2022**.
 - a. Duly accomplished one (1) page Applicant Profile using the attached template format, Enclosure No. 1
 - b. Duly accomplished updated Personal Data Sheet (CSC form 212), revised 2017;
 - c. Detailed Curriculum Vitae, including a list of description of any qualifying examinations, relevant trainings participated, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received;
 - d. Updated Service Records;
 - e. Certificate of Eligibility (EMT/CESO/CESE, etc.);
 - f. Latest Transcript of Records
 - g. Performance ratings for the last two (2) rating period (2020 and 2021);
 - CESPES ratings from Career Executive Service Board
 - Office/Individual Performance Commitment and Review form (OPCRF/IPCRF) of the Result-based Performance Management System;



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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- h. Certification of No Notice of Disallowances from your Office' Commission on Audit;
- i. No Unliquidated Cash Advances signed by the Administrative/Finance Officer
- j. Certificate of No Pending Administrative Case/s filed in your office.
- k. Any other relevant documents.

4. Immediate and wide dissemination of this Memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Director IV 

Encls.: No. 1 Applicant Profile

Reference: None

To be indicated in the Perpetual Index under the following subjects:

COMMITTEE

OFFICIALS

PROMOTION

SEARCH

PER/fmb
09/05/2022

Applicant Profile Template

NAME:**Current Position/Designation:****Position Applied For:****Email add****Cellphone Number**

AGE -

EDUCATIONAL ATTAINMENT

Course	School	Year Graduated (YYYY)	Honors Received
College Degree:			
Graduate Studies:			

ELIGIBILITY

ELIGIBILITY	Date of Exam/ Conferment (MM/DD/YYYY)	Rating

MANAGERIAL EXPERIENCE

Position	Inclusive Date (mm/dd/yy)	Years (No. years, mos)	Office/ Agency

RELEVANT TRAINING/WORKSHOPS/SEMINARS

Activity	Type of Activity (Managerial/Supervisory/Technical)	Inclusive Dates (MM/DD/YY to MM/DD/YY)

**PERFORMANCE RATING**

Rating Period (YYYY)	Rating/Score

COMMITTEE INVOLVEMENT

Name/Title of Committee	Role	Inclusive Dates (MM/DD/YY to MM/DD/YY)