



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SEP 27 2022

DIVISION MEMORANDUM

No. 325, s. 2022

SUBMISSION OF PERTINENT DOCUMENTS FOR SCREENING OF APPLICANTS FOR OFFICER-IN-CHARGE POSITIONS IN SCHOOLS

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

1. Recent retirements have created several vacancies that led to the promotion of several school heads in the last few months, thereby leaving some leadership positions vacant.
2. To ensure that SDO Bataan has a pool of candidates ready to fill these vacancies at any moment and prevent vacuum of leadership, this Office shall be accepting pertinent papers of applicants for Officer-in-Charge positions for elementary, junior, and senior high schools until October 3, 2022.
3. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.
4. The pertinent documents include but are not limited to:
 - a. LETTER OF INTENT (LOI) stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to:

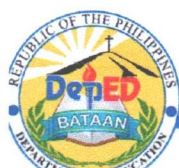
ROLAND M. FRONDA, EdD, CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

- b. Duly accomplished PERSONAL DATA SHEET (PDS);
- c. SERVICE RECORD;
- d. ELIGIBILITY, if any (NQESH, etc.);
- e. TRANSCRIPT OF RECORDS;
- f. CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);
- g. INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)



"We Mould Heroes"



- h. AWARDS RECEIVED;
- i. INNOVATIONS;
- j. RESEARCH;
- k. PUBLICATION/AUTHORSHIP;
- l. CONSULTANCY/ RESOURCE SPEAKERSHIP;

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



ROLAND M. FRONDA, EdD, CESO VI
OIC - Schools Division Superintendent