



Republic of the Philippines  
**Department of Education**  
REGION IV MIMAROPA  
SCHOOLS DIVISION OF PALAWAN

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

No. **299** s. 2023

**CALL FOR APPLICATION AND SCREENING FOR THE POOL OF  
TEACHER-IN-CHARGE IN THE SCHOOLS DIVISION OF PALAWAN**

**TO :** Officers-In-Charge, Office of the Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
OIC-Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**DATE :** August 4, 2023

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1. The Schools Division of Palawan calls for Application and Screening for the Pool of Teacher – In - Charge for School Year 2023 – 2024. Under DepEd Order No. 42, s.2007 entitled “Revised Guidelines on Selection, Promotion, and Designation of the School Heads”, the Schools Division Superintendent shall designate Teachers In-Charge in Schools without Principal & Head Teacher items.

2. To qualify as Teacher-In-Charge, an applicant must be at least three (3) years of teaching experience and will undergo a screening process to be conducted by the Division Office.

3. All Interested applicants are advised to submit the following required documents for assessment and evaluation on or before August 30, 2023, to the SDO Palawan - Records Section, arranged according to the list below:

- a. Letter of Intent addressed to the Schools Division Superintendent
- b. Duly accomplished updated Personal Data Sheet (CS Form 212)
- c. Photocopy of valid and updated PRC License
- d. Photocopy of Transcript of Records and Diplomas– (Baccalaureate and Graduate Studies)

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- e. Photocopy of Certificate/s of Training
  - f. Updated Service Records
  - g. Photocopy of 1-year Performance Rating (the last rating period)
  - h. Certificates / Proofs of Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship, Consultant/ Resource Speaker in Trainings/ Seminars/ Workshops/ Symposia)
4. A separate memorandum will be released for the schedule of assessment and interview.
  5. Immediate and widest dissemination of this Memorandum is directed.

**ELSIE T. BARRIOS, PhD**  
Schools Division Superintendent

FOR SDS:



**ARNALDO G. VENTURA, PhD.**  
OIC, Office of the Schools Div. Supt.