



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 245, s. 2022

JUN 21 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 77, s. 2022
RE: SUBMISSION OF APPLICATION FOR VACANT POSITIONS**

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 77, s. 2022 re: **Submission of Application for Vacant Positions**, below is the set of scheduled activities:

ACTIVITY	DATE	VENUE	REMARKS
Orientation of Applicants	June 22, 2022	Division Conference Hall	Online
Evaluation of Documents	July 11-14, 2022	Division Conference Hall	HRMPSB with Evaluators
Release of shortlisted Applicants	July 15, 2022	Bulletin, SDO Website	Shortlisting per Minimum Preferred Qualifications
Skills Test/Interview of Applicants	July 18, 2022	Division Conference Hall	F2F as scheduled
Posting of Registry of Qualified Applicants (RQA) and Rank List	July 20, 2022	Bulletin, SDO Website	

2. The conduct of the orientation to applicants will be through video conferencing which will start at 9 in the morning. The link will be sent to their individual e-mail address or phone number as indicated in their applications. The members of the HRMPSB shall however be at the Conference Room, New Schools Division Office.

3. Immediate dissemination and compliance of this Memorandum are desired.

LEA C. BELLEZA EdD
OIC-Asst. Schools Division Superintendent
In-Charge of the Division

