



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 1228 s. 2024

To: All Schools Division Superintendents

**SUBMISSION OF DOCUMENTS FOR QUALIFIED APPLICANTS FOR THE THIRD LEVEL POSITIONS FOR SCHOOLS DIVISION SUPERINTENDENTS, AND ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS**

1. For the upcoming conduct of the Regional Search for Third Level Official Qualifiers, this Office respectfully requests the list of qualifiers. For Superintendent positions, this includes all incumbent full-fledged Assistant Schools Division Superintendents; and for Assistant Schools Division Superintendent, this includes the Assessment Center (AC) Passers, Career Executive Service Board (CESB) Passers, Educational Management Test (EMT) Passers, and passers of any qualifying examinations for Third Level Positions.

2. In line with this, all qualified applicants shall submit the following documents on or before October 11, 2024 to this Office at Administrative Division–Personnel Section:

- Updated Personal Data Sheet (PDS)
- Comprehensive Curriculum Vitae
- Certified photocopy of Certificate of Eligibility/Eligibilities, and/or Certificate of Rating of Examination/Examinations passed
- Self-certification of no pending administrative/civil/criminal charges

3. Dissemination of this Memorandum is enjoined.

**TOLENTINO G. AQUINO**  
 Director IV



Encl.: As Stated

References: As Stated

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

ELIGIBILITY	OFFICIALS	PERFORMANCE	POSITIONS
RATING	REQUEST		

AD/PS/hfa/RM\_SubmissionofDocumentsfoQualifiedApplicantsforThirdLevelPositions

October 1, 2024



Flores St., Catbangen, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I | region1@deped.gov.ph | www.depedro1.com

