

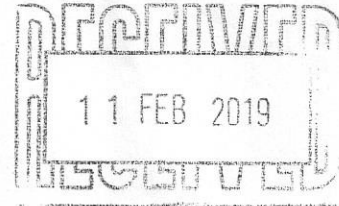
MEMORANDUM

To : **PUBLIC SCHOOL DISTRICT SUPERVISORS
PUBLIC ELEMENTARY/JUNIOR/ PRINCIPALS
SENIOR HIGH SCHOOL
ALL OTHER CONCERNED**

From : **Dr. Bianito A. Dagatan**
Schools Division Superintendent

Subject : Orientation on Guidelines of Ranking for Promotion – 2nd Level Teaching
& Teaching Related Positions and Equal Employment Opportunity
Principle (EEOP) Internal Policies

Date : February 8, 2019



1. This office hereby informs the field that the Division Human Resource Merit Promotion & Selection Board will conduct Orientation on Guidelines of Ranking for Promotion and the Equal Employment Opportunity Principle (EEOP) Internal Policies at 4th floor Division Conference Room, DepEd, Cebu City on February 12, 2019.
2. Participants to the said orientation are all Elementary and Secondary Schools Heads. Sending of a proxy is discouraged. Only OICs with official designation may attend in behalf of the School Heads who are on official leave of absence or attending an official function / appointments sanctioned by a Travel Order/Authority.

Schedule:

Elementary School Heads	- 08:30 – 11:00 am
Junior/Senior School Heads	- 01:30 – 4:00 pm

Punctual and complete attendance is a must.

3. Each School Head, as chair of the School HRMPSB, is hereby directed to cascade the guidelines taken up during the said orientation to all teachers and staff. Report on the dissemination on the guidelines will be submitted to this office on or before February 28, 2019 with the following attachment:
 - a. School Memorandum issued by the School Head with signatures of teachers and staff as proof of receipt
 - b. Attendance sheets
 - c. Minutes of the Meeting with pictorials and CIGPs.....
4. All Public Schools District Supervisors are reminded to ensure the perfect attendance of their respective School Heads, cascading the information to schools, and prompt submission of reports thereof.

5. This Memorandum also serves as Travel Order.
6. For guidance and compliance of all concerned.
7. Immediate dissemination of this Memorandum is desired.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent

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