



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

April 22, 2024

**DIVISION MEMORANDUM**  
No. 312 s. 2024

**SCHEDULE OF WRITTEN EXAMINATION, CONDUCT OF EVALUATIVE ASSESSMENT  
OF DOCUMENTS AND INTERVIEW FOR QUALIFIED SCHOOL PRINCIPAL  
POSITIONS IN THE ELEMENTARY AND SECONDARY LEVELS**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisors, CID and SGOD  
Education Program Supervisors and SEPS (DSC)  
Public Schools District Supervisors (DSSC)  
Elementary/Secondary School Heads, OICs and Acting School Heads  
Division Human Resource Merit Promotion Selection Board (HRMPSB)  
All Qualified Applicants in the Attached List

1. The qualified applicants for School Principal positions in Elementary and Secondary level are invited for a Written Examination, Conduct of Evaluative Assessment of Documents and Interview on **April 23-25, 2024 at the Schools Division of Tacloban City.**
2. Applicants must be at the conference room fifteen (15) minutes before the examination. The written examination **will start strictly at 8:00 in the morning.** Please refer to the attached enclosure for the List of Qualified School Principal applicants. It is advised that all applicants must bring their necessary writing materials required for the examination.
3. The Division Office of Tacloban City adheres to Strengthens its Equal Opportunity principle of the existing general policy of no discrimination based on age, gender identity, sexual orientation, civil status disabilities, religion and/or indigenous group membership, political affiliation in the implementation of its Recruitment, Selection and Placement(RSP).
4. Immediate and wide dissemination of this memorandum is desired.

*Sherlita A. Palma*  
**SHERLITA A. PALMA EdD, CESO VI**  
OIC-Schools Division Superintendent

Enclosure: as stated

Reference: Division Memorandum No. 191,s. 2024 Conduct of OPEN DOORS for School Principal and Head Teacher Positions for the SY 2024-2025

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

Recruitment, Selection and Placement Promotion

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