



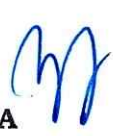
Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. 1229 s. 2024

**TO** : Schools Division Superintendents  
Regional Office Officials/Employees  
All Others Concerned

**FROM** : **JOCELYN DR ANDAYA**   
Regional Director-NCR concurrent  
Officer-In-Charge, Office of Assistant  
Secretary for Operations

**SUBJECT** : **PROFILING OF ELIGIBLE ASPIRANTS FOR  
3<sup>RD</sup> LEVEL POSITION**

**DATE** : November 18, 2024

1. The Regional Search Committee for 3<sup>rd</sup> Level Positions, this Region, will conduct Profiling of Eligible Aspirants to 3<sup>rd</sup> Level Positions particularly for Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS), to come up with the Pool of Eligible Aspirants, for career succession opportunities.

2. In this connection, all interested and qualified applicants must submit the following documentary requirements not later than November 29, 2024 at 5:00 p.m. (c/o the Personnel Section-ASD). Those who previously submitted their application may update their supporting documents, if there is any:

- a. Duly accomplished and updated Personal Data Sheet (CSC Form 212);
- b. Detailed Curriculum Vitae, including a list and description of relevant trainings attended, projects, activities and processes initiated/led/accomplished and relevant citations/awards received;
- c. Performance Ratings for the last two (2) rating periods prior to this application;
  - CESPES rating for CESB
  - OPCRIF/IPRCF

3. For immediate dissemination.



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