



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY

MEMORANDUM

To: All Schools Division/City Superintendents
 This Region

From: **BENJAMIN D. PARAGAS**, PhD, CESO V
 Director IV/Regional Director

Date: December 17, 2020

Subject: **REGIONAL SEARCH FOR THIRD LEVEL POSITIONS IN DEPED
 REGION II**

1. In view of the impending retirement of **ASDS Jesus B. Maggay** effective **January 1, 2021**, this Office shall conduct a Regional Search to qualified applicants who are conferred with **Career Executive Service Eligibilities (CESEs)** by the Career Executive Service Board (CESB).
2. Submission of application documents (properly labelled and with ear tabs), in 3 copies, to the Office of the Regional Director should not be later than December 23, 2020 (Wednesday), with the following documents:
 - a. Letter of Intent
 - b. Detailed Curriculum Vitae, which includes:
 - the list and description of any qualifying examinations taken/passed,
 - assignments in the past 5 years,
 - successful programs, projects and/or work processes initiated/led/accomplished, and
 - relevant citations/awards received for the past three (3) years;
 - c. Personal Data Sheet (CS Form 212, Revised 2017)
 - d. Latest Approved Appointment/Designation
 - e. Service Records
 - f. Transcript of Records/Diploma
 - g. Statement of Assets, Liabilities and Net Worth
 - h. Eligibilities
 - i. Performance Ratings for the past 3 years;
 - j. Certificates of Trainings Attended/Appreciation/Recognition/Commendation
 - k. Clearances – Certificate of Pendency/Non-Pendency of Administrative Case
 - l. Other relevant documents, if any.
3. The schedule and venue of the administration of the Self-Rating Forms (Forms 2-A) and Perception from the Workplace (Forms 2-B) and conduct of interviews of applicants with the Regional Director shall be announced later.
4. For information, wide dissemination and guidance.

PER/jcd
 Fr: 2020 December Regional Search

