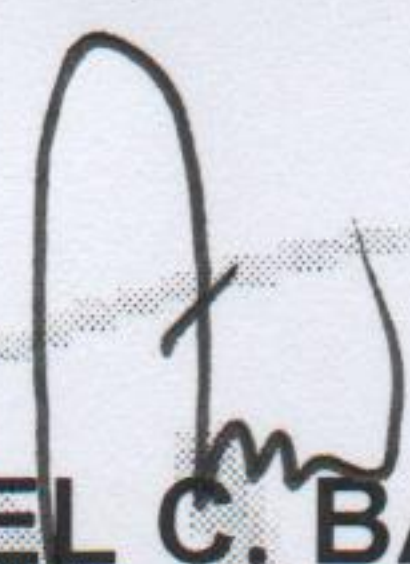


MEMORANDUM

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
District Supervisors
Elementary and Secondary School Heads/Principals/TICs/OICs
All Others Concerned

FROM :  DR. ROMMEL C. BAUTISTA, CESO VI
Schools Division Superintendent

SUBJECT : FILLING UP OF ALL VACANT ITEMS

DATE : January 20, 2016

As per Unnumbered Regional Memorandum, dated January 8, 2016, the Regional Director has instructed all Division Offices to **fill up all vacant items immediately.**

In this light, school heads are requested to start with the evaluation process and submit the ranking, minutes of deliberations and recommendations to the HR Unit not later than **March 1, 2016.**

For strict compliance.

UM 036, s. 2016
etc



REPUBLICA NG PILIPINAS