

**MEMORANDUM**

**TO :** OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Secondary School Heads

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

**SUBJECT :** Schedule of Evaluation, Deliberation and Interview of  
Secondary School Heads

**DATE :** December 29, 2015

Please be informed that the Evaluation, Deliberation and Interview of School Heads in the secondary level will be on **January 7-8, 2016** at the **Division Office Conference Room** from **8:00 am to 5:00 pm**, following the schedule below:

Date	School Head
January 7, 2015	Secondary School Principal II & III
January 8, 2015	Secondary School Principal I/TIC's

The order of evaluation shall be on first come first serve basis.

Please be guided accordingly.

DM- 073.2016