



Republic of the Philippines  
**Department of Education**  
Region XII  
SCHOOLS DIVISION OFFICE OF TACURONG CITY

January 9, 2024

DIVISION MEMORANDUM  
OSDS NO.: 004 s. 2024

**CONDUCT OF WRITTEN EXAMINATION FOR SCHOOL ADMINISTRATIVE  
(HEAD TEACHER I) APPLICANTS**

TO: Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
All others concerned  
This Division

1. In view of the screening process for Head Teacher I position, this is to announce the schedule of the written examination as part of the Potential Criteria in which to measures knowledge, language proficiency, ability to present ideas, and leadership ability of the applicant.
2. Schedule of exam will be on January 10, 2024 at exactly 4:00 o'clock in the afternoon at CSDT Board Room, 2<sup>nd</sup> Floor OSDS Building.
3. Applicants shall be given 45 minutes to one (1) hour to complete the written exam.
4. All applicants must be at the venue 30 minutes before the scheduled time and must bring own ballpen and wear a mask.
5. There will be no other schedule for the Written Examination.
6. For details, kindly refer to DepEd Order No. 007, s. 2023 dated March 22, 2023 and follow the provisions stated therein.
7. For your information, guidance, and immediate dissemination to all concerned.

*For and in the absence of*

**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None  
Reference/s: D.O. 66, s.2007; DM No. 103, s. 2023  
Allotment:  
*To be indicated in the Perpetual Index under the following subjects*  
POSITIONS      QUALIFICATIONS      VACANCIES

GPO/HR/ DIVISION MEMORANDUM/ CONDUCT OF WRITTEN EXAMINATION FOR SCHOOL ADMINISTRATIVE (HEAD TEACHER I) APPLICANTS



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph