



November 5, 2019

DIVISION MEMORANDUM

No. 740, s. 2019

SCHEDULE FOR VALIDATION OF DOCUMENTS AND INTERVIEW OF APPLICANTS FOR THE POSITION OF ATTORNEY III

To: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. All applicants for the positions of **Attorney III** are hereby informed of the following schedule for validation of the required documents and interview to be held at the **Division Office Conference Room to start at 9:00 a.m.:**

Position	Schedule
• Attorney III	- November 8, 2019

2. Applicants are also required to bring with them the **original copies** of the following **submitted documents:**

- Certificate of Eligibility
- Official Transcript of Records
- Certificate of trainings/seminars/scholarship grant attended
- Outstanding/Meritorious accomplishments
- Performance Rating (3 rating periods)
- Service Record/Certificate of Employment

3. It is desired that this Memorandum be disseminated to concerned applicants.

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Schools Division Superintendent
11/6/19

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