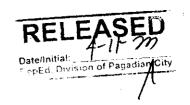


## Department of Education

REGION IX, ZAMBOANGA PENINSULA DIVISION OF PAGADIAN CITY



April 11, 2023

**DIVISION MEMORANDUM** No. 77, s. 2023

## NATURAL VACANCIES DUE TO MANDATORY/OPTIONAL RETIREMENT, PROMOTION, TRANSFER/RESIGNATION, DEATH

PERSONNEL SELECTION BOARD (PSB), DISTRICT/SCHOOL SCREENING/ To: SELECTION COMMITTEES, ALL EMPLOYEES

This Schools Division

- 1. Anticipated natural vacancy/ies due to mandatory retirement must be posted by the HRMO and respective PSDS/Principal at their field office/school at least 60 days before the date of the mandatory retirement.
- 2 Application to the anticipated natural vacancy/ies must be submitted by any interested party/ies to respective committees on or before the 10th day after the POSTING.
- 3. The CHAIRPERSON of the concerned committee at the school, district and division level MUST ASSESS the applicants on or before the 15th day after posting, and SUBMIT to the superintendent the endorsement/s and the RQA/s-RANKINGs of respective RESULTS on or before the 20th day after the posting.
- 4 Failure to perform the above tasks, the SUPERINTENDENT shall have his OPTIONS to make the PROMPT REPLACEMENT of VACATED / UNFILLED ITEMS.
- 5. But, application to the VACANCY/IES due to VOLUNTARY RETIREMENT, promotion, resignation and death are to be submitted by interested party/ies to respective committees IMMEDIATELY after the voluntary retirement, promotion, resignation or death with or without any memorandum.
- Concerned committee chairperson must take the lead and initiative that the endorsement/s and the RQAs of the vacancy/ies in the preceding paragraph (#5) must be submitted to the superintendent on or before the 8th day after the said vacancy/ies.
- 7. It is the obligation of any interested party/ies and the accountability of the committee chairperson to keep themselves updated/informed on any natural vacancy/ies discussed in this memorandum, and do what is necessary to deliver prompt services to constituents.
- Those designated/plotted/appointed are accountable of the necessary requirements including courtesy-coordination with respective Local Government Unit (LGU) and other parties.

I look for these values in hiring people. The first is PERSONAL INTEGRITY, COMPETENCE/INTELLIGENCE, DILIGENCE, and HIGH ENERGY level. Warren Buffett. CEO, Berkshire Hathaway said; "... if you don't have the first, the others will kill you."

chools Division Superintendent

frat/Division Memo Control No. /04/11/2023



