



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

August 3, 2020

DIVISION MEMORANDUM  
No. 174 s. 2020

**CONDUCT OF COMPETENCY TEST FOR THE TRANSFER OF SCHOOL HEADS  
AND DESIGNATION AS TEACHERS IN-CHARGE**

To: District Heads, Elementary and Secondary  
School Heads, Head Teachers  
All Others Concerned

1. This is to announce to the field the conduct of Competency Test for the Transfer of School Heads and Intent of Teachers In-Charge at Bulwagan ng mga Guro, Division Office, Catarman, Northern Samar.

2. Below is the schedule of the activity:

Date	Time	
August 3, 2020	1:00 PM	Catarman Districts (Head Teachers and Principals)
August 4, 2020	1:00 PM	Catarman Districts ( Master Teachers and Teachers In-Charge)
August 5, 2020	1:00 PM	Principals and Head Teachers of other districts
August 6, 2020	1:00 PM	Teachers In-Charge of other districts

3. Relative to this, all applicants should submit to CID Office one (1) authenticated copy of the following:

- PDS
- Service Record
- Outstanding awards/recognition/commendation
- Certificate of Trainings relative to School Management, Instructional Leadership and other related trainings

3. Expenses incurred relative to this activity are chargeable against School MOOE Funds subject to usual accounting and auditing rules and regulations.

4. This Memorandum serves as **Travel Order** of the participants.

5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**GORGONIO G. DIAZ JR. PhD, CESO V**  
Schools Division Superintendent



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