

POST OF RESPONSIBILITY APPOINTMENTS IN ACCORDANCE WITH CIRCULARS 8/13, 3/12, 22/09 & 53/11

Form POR 2

This form should be used to inform the Department of Education and Skills of new appointments and amendments to Posts of Principal & Deputy Principal only & appointments to Assistant Principal (Circ 53/11) which occur during the school year which were not notified on the 'List of Posts of Responsibility' list (Form POR 1).

1. School DetailsSchool Name: _____ School Roll No.:

(BLOCK CAPITALS)

Telephone : _____

2. Details of PERMANENT appointments to Posts of Principal/Deputy Principal for the current school year

| Name of Teacher | PPS Number | Appointed to Post of | Date of Appointment |
|-----------------|------------|----------------------|---------------------|
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3. Details of appointments to Posts of Assistant Principal for the current school year in accordance with Circulars 8/2013, 3/2012 & 53/2011

| Name of Teacher | PPS Number | Date of Appointment |
|-----------------|------------|---------------------|
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4. Details of TEMPORARY appointments to Posts of Responsibility made during the current school year as per C.L. 8/13, 3/12 & 22/09

| Name of Teacher | PPS Number | Appointed to temp Post of: | Date of Appointment | Replacing: |
|-----------------|------------|----------------------------|---------------------|------------|
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5. Details of RESIGNATIONS from Post of Responsibility duties in the current school year

| Name of Teacher | PPS Number | Post | Date resigned POR |
|-----------------|------------|------|-------------------|
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| | | | |

Signed: _____ Date: _____

Principal / Chairperson B.O.M.

Return Form to: **Department of Education and Skills, Post Primary Payroll Division, Cornamaddy, Athlone, Co. Westmeath****Data Protection**

The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A. If the information you have provided is to be used for purposes other than outlined in the Departments registration with the DPC your permission will be sought here.