



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



Division Memorandum

No. 240, s. 2019

TO: All Teacher Applicants
Schools Heads
PSDSs
All others concerned

FROM: 
IRENE S. ANGWAY
OIC-Schools Division Superintendent

SUBJECT: **SUBMISSION OF APPLICATION FOR CAR-RQA FOR SY 2020-2021**

DATE: October 24, 2019



1. The Division of Tabuk City is now accepting application for the Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA) SY 2020-2021 until January 31, 2020.
2. All applicants are required to get a copy of Checklist Requirements (Annex A) at the Division Office and submit with the following requirements:
 - a. Letter of intent addressed to the Head of office
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)
 - c. Photocopy of Certificate of Eligibility/ Report of Rating
 - d. Photocopy of valid and updated PRC License/ID, if applicable
 - e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate and post-graduate, if applicable
 - f. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable
 - g. Photocopy of Latest Appointment, if applicable
 - h. Photocopy of Certificates of Training, if applicable
 - i. Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s to the assessment, if applicable
 - j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 (Publication Form) is not relevant to the position to be filled
 - k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
 - l. Checklist of Requirements and Omnibus Certification/ Waiver (Annex A)
 - m. Other documents as may be required
3. Old applicants who opt to update their application must include certificates and other pertinent papers that may affect their present overall scores and to accomplish letters a, b and l of the checklist of requirements.
4. School heads and PSDSs are expected to post notices within the school and the barangay for information purposes.
5. Further information regarding schedule of activities will follow soon.

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Position Applied for: _____

Course: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission (To be filled -out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO)	
			Status of Submission (Check if complied)	Remarks
1	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
2	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)			
3	Photocopy of Certificate of Eligibility/ Report of Rating			
4	Photocopy of valid and updated PRC License/ID, if applicable			
5	Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate and post-graduate, if applicable			
6	Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable			
7	Photocopy of latest Appointment, if applicable			
8	Photocopy of Certificates of Training, if applicable			
9	Photocopy of Performance Ratings, Covering one (1) year performance in the last rating period/s prior to the assessment, if applicable			
10	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
11	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
12	Checklist of requirements and Omnibus Certification/ Waiver (Annex A)			
13	Other documents as may be required:			

OMNIBUS CERTIFICATION AND WAIVER

I hereby certify that all information above are true and correct and the documents submitted are authentic. I also allow the Department of Education to use my personal information for purposes of activities related to recruitment, selection, and hiring.

Name and Signature of Applicant

Attested: