



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

**Division Memorandum**

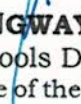
No. 118, s. 2021

**TO: ALL INTERESTED APPLICANTS**

**SUBJECT: SUBMISSION OF APPLICATION FOR ADMINISTRATIVE AIDE VI**

**DATE: May 6, 2021**

1. This is to invite all interested qualified applicants to submit their application documents for **Administrative Aide VI** until **May 15, 2021**.
2. As to the arrangement of documents, please follow the following order (*in 4 folders*).
  - A. *Application Letter*
  - B. *Personal Data Sheet*
  - C. *Performance Rating*
  - D. *Appointment/Service Record*
  - E. *Outstanding Accomplishments with MOVs (Mode of Verification)*
    - a. *Award*
    - b. *Innovation*
    - c. *Research and Development Projects*
    - d. *Publication/Authorship*
    - e. *Consultant/Resource Speaker/Facilitator/Evaluator/Writer/Presenter/Trainer in Trainings/Seminars/Workshops/Symposia*
  - F. *Education*
  - G. *Trainings with MOVs (Mode of Verification)*
3. Please refer to **Regional Memorandum No. 178, s. 2020** for the **MOV**s to be attached.
4. Submission of application and insertion of documents after the set deadline is not accepted.
5. For information and guidance.

  
**IRENE S. ANGWAY PhD, CESO VI**  
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