



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

Office of the Schools Division Superintendent

Division Memorandum

No. 142, s. 2021


TO: ALL INTERESTED APPLICANTS

SUBJECT: SUBMISSION OF APPLICATION HEAD TEACHER I (SECONDARY)

DATE: JUNE 21, 2021

1. This is to invite all interested applicants to submit their application documents for **Head Teacher I** position (Vice Jay-ar Dalimag and Dorothy Pacia) until **June 30, 2021**. Note that folders will be submitted at the Division Office.
2. As to the arrangement of documents, please follow the following order (*in 3 folders*).
 - A. *Application Letter*
 - B. *Personal Data Sheet*
 - C. *Performance Rating (SY 2017-2018, SY 2018-2019 and SY 2019-2020)*
 - D. *Appointment/Service Record*
 - E. *Outstanding Accomplishments with MOVs*
 - 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. *Training with MOVs*

****E & G must be during the latest position.*
3. Please refer to Regional Memorandum No. 178, s. 2020 for the MOVs 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
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

