



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

Office of the Schools Division Superintendent
 Division Memorandum
 No. 208, s. 2021

DEP-ED - TABUK CITY
 RELEASED
 AUG 04 2021
 RECORDS UNIT

TO: ALL INTERESTED APPLICANTS

SUBJECT: SUBMISSION OF APPLICATION FOR HEAD TEACHER III (TUGA NHS)

DATE: August 3, 2021

1. This is to invite all interested applicants to submit their application documents for **Head Teacher III** position (Vice Sandoval, Juanito of Tuga NHS). Submission of application is extended until **August 12, 2021**. Note that submission of folders will be at the Division Office for pre-evaluation.
2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions inability unless otherwise required.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility
Head Teacher III	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units w/ appropriate field of specialization	24 hours relevant	Head Teacher for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)

4. 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 2018-2019, SY 2020-2021 and SY 2021-2022)**
 - 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**



Address: BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga
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G. Training with MOVs

****E & G must be during the latest position.*

5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
6. An **Omnibus Sworn Statement** shall be attached to the application stating that all documents submitted, and these documents are originally produced as an output of the performance of one's position description forms.
7. Submission of application and insertion of documents after the set deadline is not accepted.
8. For information and guidance.


IRENE S. ANGWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent



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