



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

Office of the Schools Division Superintendent

Division Memorandum

No. 260, s. 2021

September 22, 2021

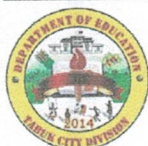
SUBMISSION OF APPLICATION FOR MEDICAL OFFICER III POSITION

TO: ALL INTERESTED QUALIFIED APPLICANTS

1. This is to invite all interested **qualified applicants** to submit their application documents for **Medical Officer III** position. Submission of application is until **October 4, 2021**.
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
Medical Officer III	Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education, or relevant field)	4 hours relevant	At least 1 year of relevant experience in the practice of Medicine	RA 1080 (Physician's Licensure Exam)

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** (if available)
 - 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**
5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.




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Email: tabuk.city@deped.gov.ph
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6. An *Omnibus Sworn Statement* (Annex A) Checklist of Requirements 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. Available at the Records Unit.
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

