



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

DEP-ED - TABUK CITY  
**RELEASED**  
 OCT 18 2021  
**RECORDED**  
 RECORDS UNIT

Office of the Schools Division Superintendent

October 13, 2021

**Division Memorandum**

No. 295, s. 2021

**SUBMISSION OF APPLICATION FOR TEACHER II (Elementary)**

TO: ALL INTERESTED QUALIFIED APPLICANTS

1. This is to invite all interested qualified applicants to submit their application documents for **Teacher II** position (Greenhills ES). Submission of application is until **October 25, 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 in ability unless otherwise required.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility
Teacher II	BEED or Bachelor's degree plus 18 units professional units in education	None required	1 year relevant	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 2019-2020 and SY 2020-2021)**
  - 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.



**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>



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5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
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.
7. Submission of application and insertion of documents after the set deadline is not accepted.
8. For information and guidance.

  
**ESTELA L. CARIÑO**  
Regional Director and  
concurrent OIC

Office of the Schools Division Superintendent



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