



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

Office of the Schools Division Superintendent

October 21, 2021

**Division Memorandum**

No. 298, s. 2021

**SUBMISSION OF APPLICATION FOR SCHOOL PRINCIPAL I (ELEMENTARY) AND  
EDUCATION PROGRAM SUPERVISOR**

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit their application documents for **School Principal I and Education Program Supervisor** position. Submission of application is until **November 3, 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
School Principal I	Bachelor's degree in Elementary Education or Bachelor's degree w/ 18 units professional education	40 hours relevant	Head Teacher for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years	RA-1080 Teacher
Education Program Supervisor	Master's degree in Education or other relevant Master's degree w/ specific area of specialization	8 hours relevant	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA-1080 Teacher

4. As to the arrangement of documents, please follow the following order *(in 4 folders)*.
  - A. **Application Letter**
  - B. **Personal Data Sheet w/ Work Experience Sheet**
  - C. **Performance Rating (3 Rating Period)**
  - D. **Appointment/Service Record**
  - E. **Outstanding Accomplishments with MOVs**
    - a. **Award**



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- 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.
  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, EdD, CESO III**  
Regional Director  
And concurrent OIC  
Office of the Schools Division Superintendent



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