



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. 299, s. 2021

SUBMISSION OF APPLICATION FOR MASTER TEACHER I (SENIOR HIGH SCHOOL)

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit their application for **Master Teacher I (SHS)** position at **TABUK CITY NATIONAL HIGH SCHOOL**. Submission of application is extended until **October 29, 2021**.
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
Master Teacher I (SHS)	Master's degree in relevant strand/subject	8 hours training relevant to the subject area of specialization	4 years of relevant teaching/industry work experience	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**
 - 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**



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



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