



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

Office of the Schools Division Superintendent

Division Memorandum

No. 259, s. 2021

December 15, 2021

**SUBMISSION OF APPLICATION FOR ACCOUNTANT I POSITION**

TO: ALL INTERESTED QUALIFIED APPLICANTS

1. This is to invite all interested **qualified applicants** to submit their application documents for **Accountant I** position (Vice Garlie Dilem, KNHS). Submission of application is at Kalinga National High School (KNHS) until **December 27, 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
Accountant I	Bachelor's Degree in Commerce/Business Administration in Accounting	None Required	None Required	RA 1080 (CPA)

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.
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



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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.

**ESTELA LEON-CARIÑO EdD., CESO III**  
Regional Director  
And Concurrent OIC  
Office of the Schools Division Superintendent



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