



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

Office of the Schools Division Superintendent

February 2, 2022

**Division Memorandum**

No. 27, s. 2022

**SUBMISSION OF APPLICATION FOR EDUCATION PROGRAM SUPERVISOR-MAPEH AND ADMINISTRATIVE OFFICER IV**

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit their application letter for **Education Program Supervisor-MAPEH and Administrative Officer IV** positions. Submission of application is extended until **February 15, 2022**.
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
Education Program Supervisor-MAPEH	Master's degree in Education or relevant Master's degree with 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
Administrative Officer IV	Bachelor's degree	4 hours relevant	1 year relevant	CSC Prof; 2 <sup>nd</sup> level eligibility

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**



**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
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*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.

  
**IRENE S. ANGWAY**

Assistant Schools Division Superintendent  
Officer In Charge  
Office of the Schools Division Superintendent



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