



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. 29 s. 2022

**SUBMISSION OF APPLICATION FOR TEACHER III AND II**

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit their application letter for **Teacher III and II (vice Ottao, Roberto of Toppan IS)** position. Submission of application is extended until **February 15, 2022** at the **Division Office**.
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 III	BEED or Bachelor's degree plus 18 Professional units in education	None required	2 years relevant	RA 1080-Teacher
Teacher II	BEED or Bachelor's degree plus 18 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 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**



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*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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