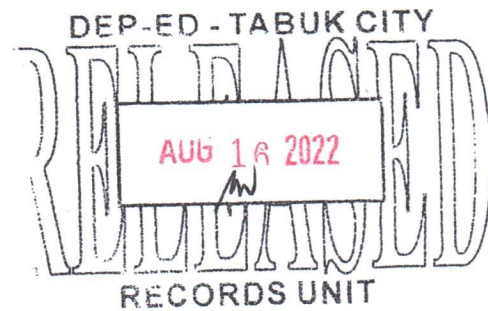




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

August 15, 2022

**Division Memorandum**  
 No. 251, s. 2022

**SUBMISSION OF APPLICATION FOR HEAD TEACHER VI, ADMINISTRATIVE ASSISTANT II, TEACHER III-ELEM (4 VACANCIES), AND TEACHER III-SHS**

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit your application letter together with your pertinent documents for **Head Teacher VI Administrative Assistant II, Teacher III-Elem (4 Vacancies), and Teacher III (SHS)** position. Submission of application is until **August 19, 2022**.
2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility	Place of Submission
Head Teacher VI	Bachelors degree in Secondary Education; or Bachelors degree with 18 units professional education units w/ appropriate field of specialization	24 hours relevant	HT for 5 years; or Master Teacher for 4 years	RA-1080-Teacher	KNHS
Teacher III-Elem (4 Vacancies)	BEED or Bachelor's degree plus 18 professional units in Education	None Required	2 years relevant	RA 1080 - Teacher	Malin-awa ES Amlao ES Lacnog IS Balawag ES
Teacher III-SHS	For ACAD; Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject	For ACAD; 4 hours of training relevant to the subject area of specialization For TVL; At	For ACAD and TVL; 1 year of relevant teaching/ 1 year of industry work experience	• Regular applicants for a permanent position: RA 1080 (Teacher); if not, they	Bado Dangwa NHS



**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>



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	For TVL; Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	least NC II + TMC I *Appropriate to the specialization		must pass the LET within five (5) years of hiring	
Administrative Assistant II - SHS	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	CSC Sub-Prof	SDO

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*
5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
6. An **Omnibus Sworn Statement** (Annex A) (Form available at the Records Unit of SDO) 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, CESO VI**  
Schools Division Superintendent



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