



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



Office of the Schools Division Superintendent

December 01, 2022

Division Memorandum

No. 385, s. 2022

SUBMISSION OF APPLICATION FOR HEAD TEACHER VI AND ITS ANTICIPATED VACANCIES

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 and its Anticipated Vacancies**. Submission of application is until **December 12, 2022 at exactly 5:00 PM**.
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
HEAD TEACHER V	Bachelors degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 4 years; or MT for 3 years	RA-1080-Teacher	KNHS
HEAD TEACHER III	Bachelors degree in Secondary Education; or Bachelors degree with 18 units professional education units w/ appropriate area of specialization	24 hours relevant	HT for 2 years; or Teacher for 5 years	RA-1080-Teacher	KNHS



Address: BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga
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HEAD TEACHER II	Bachelors degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	24 hours of r HT for 1 year; or Teacher for 4 years relevant training	RA-1080-Teacher	KNHS
HEAD TEACHER I	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 units professional education units with appropriate field of specialization	24 hours relevant training	TIC for 1 year; or Teacher for 3 years	RA-1080-Teacher	KNHS
TEACHER III	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant	RA 1080 - Teacher	KNHS
TEACHER II	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant	RA-1080-Teacher	KNHS
TEACHER I	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant	RA-1080-Teacher	KNHS

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) (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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