



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



Office of the Schools Division Superintendent

January 10, 2023

Division Memorandum

No. 13, s. 2023

SUBMISSION OF APPLICATION FOR HEAD TEACHER III 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 III and its anticipated vacancies**. Submission of application is until **January 20, 2023**.
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 III	Bachelor's degree in elementary Education; or Bachelor's degree with 18 units professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 - Teacher	SDO
Head Teacher II	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours relevant training	Head Teacher for 1 year or TIC for 1 year or Teacher for 4 years	RA 1080 - Teacher	SDO
Head Teacher I	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 units professional education units	24 hours relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 - Teacher	SDO
Teacher III	BEED or Bachelor's degree plus 18 professional units in Education	None Required	2 Years relevant	RA 1080 - Teacher	SDO



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Teacher II	BEED or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant	RA 1080 - Teacher	SDO
Teacher I	BEED or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 - Teacher	SDO

4. As to the arrangement of documents, please follow the following order (**in 4 folders with respective tabbings**).
 - 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
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