



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. 16, s. 2023

SUBMISSION OF APPLICATION FOR TEACHER III/SHS AND ITS ANTICIPATED VACANCY

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 **Teacher III/SHS** position and its anticipated vacancy. 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
Teacher III	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 TVL; Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	For ACAD; 4 hours of training relevant to the subject area of specialization For TVL; At least NC II + TMC I *Appropriate to the specialization	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 must pass the LET within five (5) years of hiring	KNHS/SHS
Teacher II	For ACAD; Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject For TVL; Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	For ACAD; None Required For TVL; At least NC II + TMC I *Appropriate to the specialization	For ACAD; None Required TVL; 6 months of relevant teaching or 6 months of industry work experience	• Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five	KNHS/SHS



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				(5) years of hiring	
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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
Schools Division Superintendent



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