



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



October 16, 2023

Division Memorandum

No. 416 s. 2023

**SUBMISSION OF APPLICATION FOR CAR-RQA FOR SENIOR HIGH SCHOOL IN TVL
S.Y. 2023-2024**

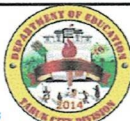
TO: All Teacher Applicants
Schools Heads
PSDSs
NAPSSHI
PESPA
School AOs
All others concerned

1. The Division of Tabuk City is now accepting application for the Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA) SY 2023-2024 for the following:

➤ **SENIOR HIGH SCHOOL:**

a. Technical-Vocational-Livelihood Track

- i. **Industrial Arts** Electrical Installation and Maintenance (NC II)
 - ii. **Information, Communications and Technology (ICT)** (Computer System Servicing (NC II)
2. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 or the DepEd Merit Selection Plan upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability in the recruitment and Selection of personnel to ensure the placement of the right people for the right job at the right time.
 3. 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 submit letter of intent on or before 3:00pm, October 27, 2023 at SDO Tabuk City.



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City



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

4. All qualified applicants are required to submit the following requirements documents with ear tab in order (avoid using clear book):
- Checklist of Requirements with Omnibus Sworn Statement; *(enclosed)*
 - Letter of intent addressed to:

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City

- Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet.
- Photocopy of Certificate of Eligibility/Report of Rating and PRC License ID
- Photocopy of scholastic/academic record, such as but not limited to Transcript of Record (TOR) and Diploma;
- Photocopy of Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable;
- Photocopy of Certificates of Training, if applicable;
- Photocopy of the latest performance rating covering one (1) year performance, if applicable;
- Photocopy of Voter's ID and/or proof of residency or certification from COMELEC that applicant is a bona fide resident of the barangay;
- Other documents may be required.

Additional Requirements for Senior High School applicants:

- Letter intent which shall highlight the following information: expression of interest/ statement of purpose; subject group which he or she intends to teach; preferred school.
- Certified copy of the certificate of relevant specialized training;
- Certified copy of Transcript of Records with specialized in relevant strand/specialized subject.
- For TVL, a TESDA National Certificate (NC) that is at least one level higher than the course to be taught or the same level if there is no higher-level NC (e.g. For SMAW NC II teacher, NC III in SMAW)
- Also, for TVL a Certified copy of Trainers Methodology Certificate (TMC)



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City



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

5. For easy identification, use **YELLOW** folder. For uniform Cover/Label of folder, use the Format:

CATHERINE M. BADONG
Purok 6, Bulanao, Tabuk City, Kalinga
SHS-Tabuk City National High School
09207106218

6. Documents submitted by the applicants will be rated as follows in accordance with the Department of Education Merit Selection Plan (DO 19, s. 2022):

Education	Training	Experience	PBET/LET/LEPT Rating	PPST COIs (Classroom Observation)	PPST NCOIs (Teacher Reflection)	Total
10 pts.	10 pts.	10 pts.	10 pts.	35 pts.	25 pts.	10 pts.

7. Applicants who fail to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. (item 21, DO 19, s. 2022).
8. The applicants assume full responsibility and accountability for the authenticity of and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification. (Item 22, DO 19, s. 2022).
9. Applicants are required to register online to this link: <https://tinyurl.com/JOBAPPT-BKCTY> prior to the submission of their folders to their preferred school. Application Code will be sent thru SMS/email.
10. For demo teaching, separate advisory will be issued.
11. Widest and immediate dissemination of this memorandum is required.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

 DepEd Tayo Tabuk City