



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



Office of the Schools Division Superintendent

Division Memorandum

No. 9, s. 2021

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

SUBJECT: **SUBMISSION OF APPLICATION FOR CAR-RQA FOR SY 2021-2022**

DATE: January 18, 2020

1. The Division of Tabuk City is now accepting application for the Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA) SY 2021-2022.
2. All applicants regardless of age, ethnicity, religion and physical challenges must submit their application to the school nearest to them until February 12, 2021.
3. All applicants are required to submit in order the following requirements:
 - a. Checklist of Requirements and Omnibus Certification/ Waiver (Annex A). (Form will be provided by the school.)
 - b. Letter of intent addressed to the Head of office.
 - c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet.
 - d. Photocopy of Certificate of Eligibility/ Report of Rating
 - e. Photocopy of valid and updated PRC License/ID, if applicable
 - f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR) preferably with a certification from the school registrar of their computed General Weighted Average (GWA), including graduate and post-graduate, if applicable
 - g. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable.
 - h. Photocopy of Latest Appointment, if applicable
 - i. Photocopy of Certificates of Training, if applicable
 - j. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.
 - k. Certificate issued by the Barangay/NCIP that the applicant belongs to an ICC/IP community.
 - l. Other documents as may be required.



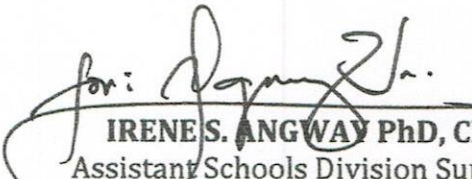
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4. Old applicants who opt to update their papers must include certificates and other pertinent papers that may affect their present overall scores and to accomplish letters a, b and c of the listed requirements. They may undergo another interview and Demonstration Teaching provided they mentioned in their application letter.
5. Applicants must Submit **three (3) folders** containing the same papers. 1 Original Folder for the Applicant, 1 photocopy for the district and 1 photocopy for the Division. The original folder will be checked by the School Screening Committee vis-à-vis photocopies to ensure authenticity, veracity, completeness, and accuracy and be returned to the applicant.
6. PSDSs must ensure the creation of School Screening Committee. Make a Summary List of Applicants in the District that includes the subject and Grade Level that the applicant wants to demo on.
7. Composition and functions of School Screening Committee and Division Selection Committee, pls refer from the following guidelines:
 - a. Elementary and Junior High School- DO No. 50, s. 2016
 - b. Senior High School- DO 3, s. 3, s. 2016
8. District Submission of Consolidated List of Applicants until February 19, 2021.
9. Further information regarding schedule of activities will follow soon.
10. School heads and PSDSs are expected to post notices within the school and the barangay for information purposes.
11. Widest and immediate dissemination of this memorandum is required.

for: 
IRENE S. ANGWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

