



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

Office of the Schools Division Superintendent
Division Memorandum

No. 253, s. 2021

September 20, 2021

SUBMISSION OF APPLICATION FOR TEACHER POSITION (Elementary)

TO: ALL INTERESTED QUALIFIED APPLICANTS

1. This is to invite all interested **qualified applicants** to submit their application documents for **Teacher II & I** position (Vice Arsay, Juna & Occas, Gloria of TCCS). Submission of application is until **September 30, 2021**. Note that submission of documents will be at the Division Office.
2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions inability unless otherwise required.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility
Teacher II	BEED or Bachelor's degree plus 18 units professional units in education	None required	1 year relevant	RA 1080 (Teacher)
Teacher I	BEED or Bachelor's degree plus 18 units professional units in education	None required	None required	RA 1080 (Teacher)

4. As to the arrangement of documents, please follow the following order (*in 3 folders*).
 - A. **Application Letter**
 - B. **Personal Data Sheet**
 - C. **Performance Rating (SY 2018-2019, SY 2019-2020 and SY 2020-2021)**
 - 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**



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