



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

Office of the Schools Division Superintendent

Division Memorandum

No. 261, s. 2021

September 22, 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 **Master Teacher I, Teachers III, II & I** position (Vice Lingbawan, Veneranda of BCS). Submission of application is until **October 4, 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
MASTER TEACHER I	BEED or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 - Teacher
TEACHER III	BEED or Bachelor's degree plus 18 professional units in Education	None Required	2 years relevant	RA 1080 - Teacher
TEACHER II	BEED or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant	RA 1080 - Teacher
TEACHER I	BEED or Bachelor's degree plus 18 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**



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- 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
- ***E & G must be during the latest position (for promotion)

- 5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
- 6. An **Omnibus Sworn Statement** (Annex A) 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 PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

