



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

Office of the Schools Division Superintendent

Division Memorandum

No. 10, s. 2022

January 12, 2022

SUBMISSION OF APPLICATION FOR ADMINISTRATIVE OFFICER IV

TO: ALL INTERESTED QUALIFIED APPLICANTS

1. This is to invite all interested **qualified applicants** to submit their application documents for **ADMINISTRATIVE OFFICER IV** position. Submission of application is at **KALINGA NATIONAL HIGH SCHOOL** until **January 24, 2022**.
2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions in ability unless otherwise required.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility
ADMINISTRATIVE OFFICER IV	Bachelors degree	4 hours relevant	1 year relevant	CSC Prof; 2nd level eligibility

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

****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.



Address: BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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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



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