



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

Office of the Schools Division Superintendent

Division Memorandum

No. 12, s. 2022

January 18, 2022

SUBMISSION OF APPLICATION FOR HEAD TEACHER III (Secondary)

TO: ALL INTERESTED QUALIFIED APPLICANTS

1. This is to invite all interested **qualified applicants** to submit their application documents for **Head Teacher III** position (Vice Maggay, Marylen Rose, KNHS). Submission of application is at **KALINGA NATIONAL HIGH SCHOOL** until **January 31, 2022**.
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
HEAD TEACHER III	Bachelors degree in Secondary Education; or Bachelors degree with 18 units professional education units w/ appropriate area of specialization	24 hours relevant	HT for 2 years; or Teacher for 5 years	RA-1080-Teacher

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)




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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



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