



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. 2022

January 12, 2022

**SUBMISSION OF APPLICATION FOR HEADTEACHER III POSITION (ELEMENTARY)**

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 Taguibao, Rudy Paul). Submission of application is at the Division Office until **January 24, 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 Elementary Education; or Bachelors degree with 18 units professional education units	24 hours relevant	HT for 2 years; TIC for 2 years; or Teacher for 5 years	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**
  - F. **Education**
  - G. **Training with MOVs**

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



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Website: <https://www.depedtabukcity.com>



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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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