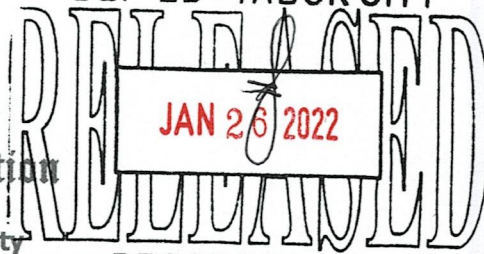




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Tabuk City

DEP-ED - TABUK CITY



Office of the Schools Division Superintendent

RECORDS UNIT

January 24, 2022

**Division Memorandum**

No. 16, s. 2022

**SUBMISSION OF INTENT LETTER FOR OIC-EPS (FILIPINO)**

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested applicants to submit your intent letter together with your pertinent documents for **OIC-EPS (Filipino)** position under CID. Submission of application is until **January 28, 2022**.
2. Applicants must at least meet the CSC minimum Qualification Standard as follows:

Position	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in Education or other relevant Master's degree w/ specific area of specialization	8 hours relevant	2 years as Principal; or 2 years as Head Teacher; or 2 years as Master Teacher	RA 1080-LET

3. As to the arrangement of documents, please follow the following order (**in 2 folders**).
  - A. Intent Letter
  - B. Personal Data Sheet w/ Work Experience Sheet
  - C. Performance Rating (3 Rating Period)
  - D. Appointment/ Service Record
  - E. Outstanding Accomplishments
    - 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




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



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

**Office of the Schools Division Superintendent**  
*G. Trainings*

4. For information and guidance.

  
**IRENE S. ANGWAY PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent



**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
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