



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

Office of the Schools Division Superintendent

February 17, 2022

Division Memorandum

No. 49 s. 2022

SUBMISSION OF APPLICATION FOR ATTORNEY III

TO: ALL INTERESTED QUALIFIED APPLICANTS

1. This is to invite all interested **qualified applicants** to submit their application letter for **Attorney III (vice Brenda Taberdo)** position. Submission of application is until **February 28, 2022** at **SDO Tabuk City**.
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
Attorney III	Bachelor of Law	4 hours relevant	1 year relevant	RA 1080-(BAR)

4. As to the arrangement of documents, please follow the following order *(in 4 folders)*.
 - A. *Application Letter*
 - B. *Personal Data Sheet w/ Work Experience Sheet*
 - C. *Performance Rating (3 Rating Period)*
 - 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*
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
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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
Schools Division Superintendent



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