



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

DEP-ED - TABUK CITY

MAY 23 2022

RECORDS UNIT

Office of the Schools Division Superintendent

**Division Memorandum**

No. 163, s. 2022

TO: **ALL INTERESTED APPLICANTS**

SUBJECT: **SUBMISSION OF APPLICATION FOR MASTER TEACHER II AND IT'S ANTICIPATED VACANCIES, TEACHER III AND ITS'S ANTICIPATED VACANCIES, GUIDANCE COUNSELOR I, ADMINISTRATIVE OFFICER II AND ADMINISTRATIVE OFFICER I**

DATE: **May 23, 2022**

1. This is to invite all interested **qualified applicants** to submit their application documents for the following vacant positions:

Vacant Positions	Place of Submission
Master Teacher II (vice Ortiguero, J.) and it's anticipated vacancies	TCNHS
Master Teacher II (vice Odan, S.) and it's anticipated vacancies	TCNHS
Master Teacher II (vice Agluba, B.) and it's anticipated vacancies	KNHS
Teacher III (vice Gamongan, L.) and it's anticipated vacancies	Tangbay ES
Teacher III (vice Liw-agan, V.) and it's anticipated vacancies	San Juan ES
Teacher III (vice Cabanes, R.) and it's anticipated vacancies	Burayukan ES
Guidance Counselor I	KNHS
Administrative Officer II (vice Badong, C.)	DO
Administrative Officer I (vice Garvida, E.)	KNHS

Submission of application is on or before **June 2, 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
Master Teacher II	BSED or Bachelor's degree plus 18 professional units in Education with	4 hours of relevant training	1 year as Master Teacher I or	RA 1080



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga  
Contact numbers: 074-624-1619/ 074-624-1620  
Email address: [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
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Teacher III	appropriate major; and 24 units for a Master's degree in Education or it's equivalent		4 years as a Teacher	
	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant	RA 1080
Guidance Counselor I	Bachelor's degree in Psychology/Behavioral Science or relevant degree in education, including or supplemented by 9 units in Guidance and Counselling	None Required	None Required	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position
Administrative Officer II	Bachelor's degree	None Required	None Required	CS Professional or Second Level Eligibility
Administrative Officer I	Bachelor's degree	None Required	None Required	CS Professional or Second Level Eligibility

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



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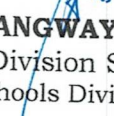
**Office of the Schools Division Superintendent**

*F. Education*

*G. Training with MOVs*

*\*\*\*E & G must be during the latest position.*

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**  
Schools Division Superintendent  
Office of the Schools Division Superintendent



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