



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

DEP-ED - TABUK CITY

JUN 03 2022

RECORDS UNIT

Office of the Schools Division Superintendent

Division Memorandum

No. 171 s. 2022

TO: **ALL INTERESTED APPLICANTS**

SUBJECT: **SUBMISSION OF APPLICATION FOR GUIDANCE COUNSELOR I (KNHS) and GUIDANCE COUNSELOR II (SHS)**

DATE: **May 27, 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
1 Guidance Counselor I	KNHS
5 Guidance Counselor II (SHS)	DO

Submission of application is on or before **June 6, 2022**.

2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions in ability unless otherwise required.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility
Guidance Counselor I (KNHS)	Master's degree in Guidance and Counselling	None Required	None Required	RA 1080 (Guidance Counselor)
Guidance Counselor II (SHS)	Master's degree in Guidance and Counselling	None Required	None Required	RA 1080 (Guidance Counselor)

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**



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



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*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.*

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



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