



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

**JUL 04 2022**

Office of the Schools Division Superintendent

RECORDS UNIT

**Division Memorandum**

No. 193, s. 2022

TO: **ALL INTERESTED APPLICANTS**

SUBJECT: **SUBMISSION OF APPLICATION FOR HEAD TEACHER VI AND TEACHER III  
AND IT'S ANTICIPATED VACANCIES**

DATE: **June 28, 2022**

1. This is to invite all interested **qualified applicants** to submit their application documents for Head Teacher VI (vice M. Alsiyang) and Teacher III (vice D. Daluping) and it's anticipated vacancies on or before **July 2, 2022 at Kalinga National High School**.
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 VI | Bachelor's degree in Secondary Education, or Bachelor's degree with 18 units professional education w/ appropriate field of specialization | 24 hours relevant | HT for 5 years; or Master Teacher for 4 years | RA 1080 (Teacher) |
| Teacher III     | BSED or Bachelor's degree plus 18 professional units in Education with appropriate major   | None Required     | 2 years relevant                              | RA 1080 (Teacher) |

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**





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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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