



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



Office of the Schools Division Superintendent

March 21, 2023

**Division Memorandum**

No. 116, s. 2023

**SUBMISSION OF APPLICATION FOR TEACHER III AND ITS ANTICIPATED VACANCIES  
 (ELEMENTARY)**

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit your application letter together with your pertinent documents for **Teacher III and its Anticipated Vacancies (Elem)**. Submission of application is until **April 3, 2023, at exactly 5:00 PM. Teacher I vacant positions will be filled up using the existing RQA (Registry of Qualified Applicants)**.
2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility	Place of Submission
Teacher III	BEED or Bachelor's degree plus 18 professional units in Education	None Required	2 Years relevant	RA 1080 - Teacher	Tabuk City Central School
Teacher II	BEED or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant	RA 1080 - Teacher	Tabuk City Central School
Teacher I	BEED or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 - Teacher	SDO

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



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*F. Education*

*G. Training with MOVs*

5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
6. An **Omnibus Sworn Statement** (Annex A) (Form available at the Records Unit of SDO) 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 V**  
Schools Division Superintendent 



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