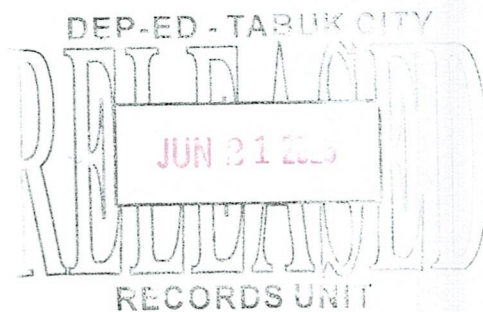




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

June 19, 2023

Division Memorandum

No. 228, s. 2023

SUBMISSION OF APPLICATION FOR HEAD TEACHER VI AND ITS ANTICIPATED VACANCIES

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 **Head Teacher VI and its anticipated vacancies**. Submission of application is until **June 30, 2023 at 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. Applicants are required to register online to this link: <https://tinyurl.com/bdeee6p5> prior to submission of their folders for application for Teaching & Non Teaching Positions. QRCode is also posted at the Public Assistance Complaints Desk (PACD).
4. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility	Place of Submission
Head Teacher VI	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 5 years; or MT for 4 years	RA 1080 - Teacher	SDO
Head Teacher V	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 4 years; or MT for 3 years	RA 1080 - Teacher	SDO
Head Teacher IV	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education	24 hours of relevant training	HT for 4 years; or MT for 3 years	RA 1080 - Teacher	SDO



Address: BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



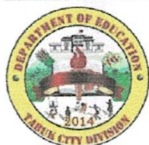
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	units with appropriate field of specialization				
Head Teacher III	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 units professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 - Teacher	SDO
Head Teacher II	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 1 year or TIC for 1 year or Teacher for 4 years	RA 1080 - Teacher	SDO
Head Teacher I	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 units professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 - Teacher	SDO
TEACHER III	BSED or Bachelor's degree plus 18 professional units in Education	None Required	2 Years relevant	RA 1080 - Teacher	SDO
TEACHER II	BSED or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant	RA 1080 - Teacher	SDO
TEACHER I	BSED or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 - Teacher	SDO

5. As to the arrangement of documents, please follow the following order **(in 4 folders with respective tabbings)**.

- 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. Awards & Recognition
 - b. Research & Innovation
 - c. Subject Matter Expert/ Membership in National TWGs or Commitments
 - d. Resource Speakership/ Learning Facilitator
 - e. NEAP Accredited Learning Facilitator
- F. Education
- G. Training with MOVs
- H. Experience
- I. Performance
- J. Application of Education



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K. Application of Learning & Development (L&D)
L. Potential

6. Please refer to **DO 007, s. 2023** for the MOVs to be attached.
7. 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.
8. Submission of application and insertion of documents after the set deadline is not accepted.
9. For information and guidance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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