



DEP-ED - TABUK CITY



Republic of the Philippines

Department of Education

Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF TABUK CITY

Tabuk City, Kalinga

RECORDS UNIT

12/July/2023

Division MEMORANDUM


No. 254, s. 2023

**SUBMISSION OF APPLICATION FOR JOB ORDER EMPLOYEE IN PRINTING
MATERIALS FOR NATIONAL LEARNING CAMP (NLC) IN THE
SCHOOLS DIVISION OF TABUK CITY**

To: All Interested Qualified Applicants

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 14, s. 2023 or the Policy Guidelines on the Implementation of the National Learning Camp, is in need of **three (3) Job Order** employees to print, reproduce, sort, and bind learning materials at a minimum rate from **July 19-August 19, 2023**.
2. Relevant to this, the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of application with the following minimum qualification standards:
 - 2.1. preferably male
 - 2.2. 18 years old and above
 - 2.3. High School or Senior High School graduate
 - 2.4. with background in operating a duplicator machine, sorting and binding
 - 2.5. can drive a motor vehicle is an advantage
3. All interested and qualified applicants, including Persons with Disability (PWD), members of the indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI) are highly encouraged to submit their application at the Records Section of the Schools Division of Tabuk City not later than 5:00 p.m. of July 17, 2023 with the following documentary requirements:
 - a. Letter of Intent address to:

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City
 - b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017). with Work Experience Sheet
7. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga

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