



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
 Tabuk City, Kalinga



January 3, 2024

Division MEMORANDUM
 No. 11, s. 2024

SUBMISSION OF APPLICATION FOR VACANT MASTER TEACHER I POSITION AND ITS ANTICIPATED VACANCIES

To: Asst. Schools Division Superintendent
 Members of the HRMPSB
 All Interested Qualified Applicants

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 or the DepEd Merit Selection Plan upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability in the Recruitment and Selection of personnel to ensure the placement of the right people for the right job at the right time.

2. Relevant to this, the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of application to the following vacant and anticipated vacant positions in the Schools Division of Tabuk City:

Position	Minimum Qualification Standards			
	Education	Training	Experience	Eligibility
Master Teacher I (Anticipated Vacancy)	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	RA 1080 (Teacher)
Teacher III (Anticipated Vacancy)	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major and 18 units for a Master's degree in Education or its equivalent	None Required	2 years relevant experience	RA 1080 (Teacher)
Teacher II (Anticipated Vacancy)	BSED or Bachelor's degree plus 18 professional units in Education with appropriate major and 18 units for a Master's degree in Education or its equivalent	None Required	1 year relevant experience	RA 1080 (Teacher)
Teacher I	BSED or Bachelor's degree plus 18	None Required	None Required experience	RA 1080



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(Anticipated Vacancy)	professional units in Education with appropriate major and 18 units for a Master's degree in Education or its equivalent			(Teacher)
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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. Applicants are required to register online to this link: <https://tinyurl.com/JOBAPPTBKCTY> prior to submission of their folders for application.

4. Application must be submitted in four (4) copies, each enclosed in a properly labeled folder, one (1) of which is the original copy and three (3) are photocopies of the original with appropriate tabbing consistent with the order of the documentary requirements stated in this memorandum.

5. The place of submission of all applications is at the Records Section of the Schools Division of Tabuk City **not later than 3:00 p.m. of January 15, 2023** with the following mandatory (Items a-h) and non-mandatory (Items i.1-i.8) documentary requirements:

a. Letter of Intent address to:

BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent
 Schools Division of Tabuk City

- b. Checklist of Requirements and Notarized Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted, and Data Privacy Consent Form pursuant to RA No 10173 (Data Privacy Act of 2012), using the Form provided by the HR office,
- c. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017)with Work Experience Sheet,
- d. Valid and updated PRC License
- e. Transcript of Records or Diploma of earned Bachelor's Degree, and if available Means of Verification for earned post-graduate units or degrees,
- f. Certificates of Training,
- g. Duly signed Service Records,
- h. Duly signed Performance Rating in the last three (3) rating periods,

Other non-mandatory documentary requirements:

- i. Means of Verification showing Outstanding Accomplishments along:



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- 1.a. Curriculum or instructional materials
- 1.b. Effective teaching techniques or strategies
- 1.c. Simplification of work that resulted in cost reduction
- 1.d. Worthwhile income generating project
2. Subject Coordinator or grade chairman or adviser of school publication or any special school organization with certification that the services rendered is not considered part of the regular teaching load
3. Chairperson of a special committee
4. Research
5. Coordinator of community project
6. Organized/managed in-service activity
7. Meritorious achievements (coaching)
8. Authorship

6. Individuals who failed to submit the complete and fully accomplished mandatory requirements on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.

7. Regional Memorandum No. 178, s. 2020 will be used as reference and scoring mechanism in the comparative assessment of the qualified pool of applicants for the vacant position/s stated in this Memorandum.

8. The Process of Comparative Assessment is covered by the following schedule of activities:

Activities	Inclusive Dates	Days
1. Submission of application	Jan. 3-15, 2024	10
2. Evaluation of the completeness and veracity of submitted documents		2
3. Initial Evaluation of the Qualification of Applicants		5
4. Paper Evaluation and Open Ranking System		1
5. Review and Finalization of the Comparative Assessment Result (CAR)		1
6. Posting of the CAR		10
7. Submission of the CAR to the Schools Division Superintendent		N/A



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9. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent