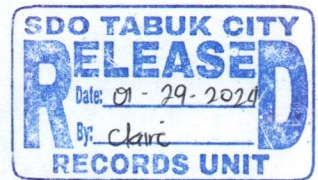




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
Tabuk City, Kalinga



January \_\_, 2024

Division MEMORANDUM  
No. 34, s. 2024

**CALENDAR OF ACTIVITIES IN REPARATION OF COMPARATIVE ASSESSMENT RESULT  
(CAR)/CAR-REGISTRY OF QUALIFIED APPLICANTS (CAR-RQA)  
FOR SCHOOL YEAR 2024-2025**

To: ALL TEACHER APPLICANTS  
OSDS DIVISION  
CURRICULUM IMPLEMENTATION DIVISION  
SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
SCHOOL HEADS  
ALL OTHERS CONCERNED

1. Pursuant to DepEd Order No. 19, s. 2022 of the Department of Education Merit Selection Plan, Schools Division of Tabuk City is now accepting application for the Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA) SY 2024-2025.
2. 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 apply and submit **two (2) folders** to the school nearest to them on or before **February 16, 2024**.
3. All applicants, **both old and new** are required to submit the following documents with their ear tabs in order (avoid using clear books):
  - a. Checklist of Requirements with Omnibus Sworn Statement (enclosed);
  - b. Letter of Intent addressed to:  
BENEDICTA B. GAMATERO PhD, CESO V  
Schools Division Superintendent  
Schools Division of Tabuk City
  - c. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
  - d. Photocopy of valid and updated PRC License/Rating;
  - e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records or Diploma of earned bachelor's degree, and if available Means of Verification for earned post-graduate units or degrees;
  - f. Photocopy of Service Record or Certificate of Employment, if applicable;
  - g. Photocopy of Certificates of Training, if applicable;



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**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>

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- h. Photocopy of the latest Performance Rating covering one (1) year performance, if applicable;
  - i. Photocopy of Voter's ID and/or proof of residency or certification from COMELEC that applicant is a bonafide resident of the barangay;
  - j. Other documents as may be required.
4. Applicants for JHS and SHS, kindly provide separate application folders. Likewise for demonstration and interview, get/prepare separate topics for both. For easy identification, color coding of folders will be applied. **RED** for Elementary, **BLUE** for JHS and **YELLOW** for SHS. For uniform cover/label, use the format:

CATHERINE M. BADONG  
 Purok 6, Bulanao, Tabuk City, Kalinga  
 JHS-Tabuk City National High School  
 09123456789

5. Documents submitted by the applicants will be rated as follows in accordance with the Department of Education Merit Selection Plan (**DO 19, s. 2022**).

Education	Training	Experience	PBET/LET LEPT Rating	PPST COIs (Classroom Observation)	PPST NCOIs (Teacher Reflection)	TOTAL
<b>10 pts</b>	<b>10 pts</b>	<b>10 pts</b>	<b>10 pts</b>	<b>35 pts</b>	<b>25 pts</b>	<b>100 pts</b>

6. Teacher applicants for Senior High School must include the following documents, together with the mandatory documents specified in item 3:
- a. Letter of intent which shall highlight the following information, expression of interest/statement of purpose; subject group which he or she intends to teach, preferred school;
  - b. Certified copy of the certificate of relevant specialized training;
  - c. Certified copy of Transcript of Records with specialization in relevant strand/specialized subject;
  - d. For TVL, a TESDA National Certificate (NC) that is at least one level higher than the course to be taught or the same level if there is no higher-level NC (e.i., for a SMAW NC II teacher, NC III in SMAW);
  - e. Also, for TVL, a certified copy of Trainers Methodology Certificate (TMC)
7. Applicants who fail to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. (item 21, DO 19, s. 2022)
8. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn



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Statement duly signed by the applicant. Any false and fraudulent document submitted shall be ground for disqualification. (Item 22, DO 19, 2022).

9. Applicants are required to register online to this link: <https://tinyurl.com/RQA-2024-2025> prior to submission of their preferred school. Application Code will be sent thru SMS/email.
10. For demo teaching, applicants will get their respective topics to the school where they submitted their intent.
11. In view hereof, this Office will be guided through scheduling of activities as shown below:

Activity	Date	Person-in-Charge	Desired Output
Submission of application of documents	Feb. 1-16, 2024	School Head; School Staff	Receipt of Application Documents
Consolidation of application documents	Feb. 19-23, 2024	AO II in-charge in the school	Consolidated list of applicants
Submission of folders to the Division Office	Feb. 26, 2024	AO II in-charge in the school	Receipt of documents
Paper Assessment	March 4-15, 2024	PSDSs, EPS	Assessed documents of teacher applicants
Demo Teaching and Teacher Reflection Form (TRF)	April 1-12, 2024	SHs, PSDSs, EPS, DHs, Subject Group Heads, AO IIs, HRMO, Secretariat	Accomplished Rating Sheets, Inter-Observer Agreement Form, Teacher Reflection Form
Consolidation of scores	April 15-19, 2024	Secretariat	Comparative Assessment Result
Posting of Comparative Assessment Result	April 22-26, 2024	Secretariat	*queries/clarifications/verifications are entertained
Finalization of Comparative Assessment Result (CAR)/CAR-Registry of Qualified Applicants (CAR-RQA) for SY 2024-2025	April 29-30, 2024	Secretariat	Signed CAR-RQA for SY 2024-2025

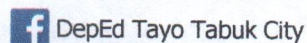
12. All DepEd personnel involved in the selection process shall assume full responsibility and perform their duties in accordance with the DepEd Merit Selection Plan and are entitled to Compensatory Time Off (CTO) for Saturdays, Sundays and Holidays rendered in the discharge of their jury duties.



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13. Meals and snacks during the conduct of activities relative to the preparation of CAR-RQA 2024-2025 shall be charged to local funds subject to the usual auditing and accounting rules and regulations.
14. Widest and immediate dissemination of this memorandum is required.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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