



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



July 17, 2024

DIVISION MEMORANDUM

No. 159 s. 2024

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
HRMPSB MEMBERS
ALL INTERESTED APPLICANTS
ALL OTHERS CONCERNED

SUBMISSION OF DOCUMENTS OF ASPIRING TEACHER-IN-CHARGE (TIC)

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 intent of **all aspiring Teacher-In-Charge** in the Schools Division of Tabuk City. **Incumbent TICs are required to submit their documents and will also be assessed.** All aspirants, 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 intent.
3. Submit least three (3) copies of application folder, properly labeled consistent with the order of the documentary requirements stated in this memorandum.
4. 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 July 19, 2024** 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. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet,
 - c. Transcript of Records or Diploma of earned Bachelor's Degree, and if available Means of Verification for earned post-graduate units or degrees,
 - d. Certificates of Training (relevant to management and supervision)
 - e. Duly signed Service Records,
 - f. Copy of previous designations as TIC, if any
 - g. Awards related to performance (proof of evidence in form of citation, medal, plaque for awards received)
 - h. Expert services (resource speaker, facilitator, or presenter)



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- i. Committees/TWGs membership
 - j. Research and Innovation
5. Individuals who failed to submit 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.
 6. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent