



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



July 29, 2024

DIVISION MEMORANDUM

No. 277 s. 2024

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
HRMPSB MEMBERS
ALL CONCERNED APPLICANTS

**CALL FOR APPLICATION FOR COMPARATIVE ASSESSMENT RESULT-REGISTRY
OF QUALIFIED APPLICANTS FOR SENIOR HIGH SCHOOL (CAR-RQA-SHS)**

1. This is to announce the submission of application folders for **Senior High School** beginning teachers on the following area of specialization:
 - a. **Information and Communications Technology Strand**
 - b. **Home Economics Strand (preferably with specialization in Dressmaking)**
2. Applicants 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;
 - 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;
 - 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. Certified copy of the certificate of relevant specialized training;
 - k. Certified copy of Transcript of Records with specialization in relevant strand/specialized subject;
 - l. 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);



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- m. Also, for TVL, a certified copy of Trainers Methodology Certificate (TMC)
3. Deadline of submission of folders at the Division Records Office is **on or before 4:00 pm on July 30, 2024.**
 4. Immediate dissemination and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the authority of the Schools Division Superintendent


JAN NOWEL E. PEÑA

Assistant Schools Division Superintendent