



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



January 15, 2025

Division Memorandum

No. 27, s. 2025

CALL FOR SUBMISSION OF APPLICATION TO TEACHER I POSITIONS AND PREPARATION OF COMPARATIVE ASSESSMENT RESULT (CAR)-REGISTRY OF QUALIFIED APPLICANTS FOR SCHOOL YEAR 2025-2026 IN THE SCHOOLS DIVISION OF TABUK CITY

To: Asst. Schools Division Superintendent
 Chief of Divisions
 Elementary and Secondary School Heads
 Members of the HRMPSB and Sub-committees
 Administrative Officer IIs
 All others concerned

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 (DepEd Merit Selection Plan), DepEd Order No.7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 21, s. 2024 (Amendments to DepEd Order No. 7, s. 2023), announces the submission of application for Teacher I position and inclusion to the CAR-RQA for SY 2025-2026.

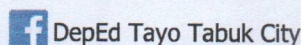
2. Application is open to all interested individuals, including persons with disability (PWD), members of the indigenous cultural communities, and those from any sexual orientation and gender identities (SOGI) provided that they meet the following Qualification Standards:

Application Category	Qualification Standard			
	Education	Training	Experience	Eligibility
Teacher I Elementary	BEED or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (LPT) Elementary for permanent appointment None required for provisional appointment
Teacher I Junior High School	BSED of Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (LPT) Secondary for permanent appointment None required for provisional appointment
Teacher I Senior High School Academic Track	Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	
Teacher I Senior High School TVL Track	Bachelor's degree, or completion of Technical-Vocational course/s in the area of specialization	At least NC* II <i>*Appropriate to the specialization</i>	None required	

4. All applicants are required to register to this link: <https://tinyurl.com/RQA-SY-2025-2026-REGISTRATION> and submit their application in one (1) **long folder** following the labeling and order of documents as seen in Annex 1 of this issuance. Application folders containing the **documentary**



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



requirements stipulated in this memorandum must be submitted to the nearest school in the applicant's place of residence not later than 3:00 p.m. of January 31, 2025.

a. Documentary Requirements Common to all Applicants

1. Checklist of Requirements with Omnibus Sworn Statement (see Annex 3 or download from: <https://bit.ly/checklitsT1>) to be sworn by any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act No. 6733 and further amended by RA 10755.
2. Application Letter/Intent Letter citing the position being applied, preferred school, and if applicable the area of specialization, strand or major he/she intends to teach. The application letter shall be addressed to:
BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City
3. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2017) with Work Experience Sheet,
4. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,
5. Copy of Certificate of Training or professional development programs attended,
6. Duly signed Service Records or Certificate of Employment with latest Performance Rating covering one (1) year performance, if applicable,
7. Valid and updated PRC License or Appropriate Certificate of Eligibility, and
8. Certificate or Proof of Residency

b. Additional Documentary Requirements for TVL Senior High School Applicants:

1. Certified copy of the Certificate of relevant specialized training,
2. 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 (i.e. for a SMAW NC II teacher, NC III in SMAW),
3. Certified copy of Trainers Methodology Certificate (TMC).

5. Remaining applicants in the CAR-RQA for SY 2024-2025 who were not appointed, including those who did not meet the cut-off score, is given an option to carry over their SY 2024-2025 RQA score and/or update their credentials without having to undergo the entire hiring process. If an applicant intends to carry over his/her SY 2024-2025 RQA scores, he/she shall submit the same documentary requirements stipulated in Item 4.a-b in a properly labeled long folder as seen in Annex 2 of this issuance. The application/intent letter must explicitly cite the applicant's intention to carry over his/her SY 2024-2025 RQA score. If the applicant decides to carry-over his/her previous RQA score, he/she will not participate in 2025-2026 CAR-RQA Demonstration Teaching and Teacher Reflection Assessment. Hence, her SY 2024-2025 demonstration teaching and teacher reflection assessment rating shall be carried over to the SY 2025-2026 CAR-RQA.

6. Applicants who fail to submit the documentary requirements on the set deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

7. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.



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8. The preparation of the SY 2025-2026 CAR-RQA shall be covered by the following activities:

Activity	Inclusive Dates	Venue	Responsible Persons
Acceptance of application	January 20-31, 2025	Preferred school	Administrative Officer II and/or School Head
Submission and posting of Initial Evaluation Result (IER)	February 7, 2025	SDO Personnel Section, School's bulletin board	Administrative Officer II and/or School Head
Conduct of Teacher Reflection (TRF)	February 15, 2025	To be announced	HRMPSB Secretariat and Sub-committee
Assessment of Teacher Reflection Form (TRF)	February 17-28, 2025	Clustered Districts	HRMPSB Secretariat and Sub-committee
Conduct of Demonstration Teaching	February 17-28, 2025	Clustered Districts	HRMPSB Members, Secretariat and Sub-committee
Submission of consolidated COT rating	March 5, 2025	SDO Personnel Section	Administrative Officer II and/or School Head
Paper Assessment and Open Ranking System	March 10-21, 2025	Clustered Districts	HRMPSB Members, Secretariat and Sub-committee
Preparation of the SY 2025-2026 CAR-RQA	March 24-31, 2025	SDO Personnel Section	HRMO and HRMPSB Secretariat
Posting of the SY 2025-2026 CAR-RQA	April 1-4, 2025	SDO Bulletin board	HRMO and HRMPSB Secretariat
Finalization of the SY 2025-2026 CAR-RQA	April 7-10, 2025	SDO Personnel Section	HRMO and HRMPSB Secretariat
and submission of the SY 2025-2026 CAR-RQA	April 11, 2025	Office of the Schools Division Superintendent	HRMO and HRMPSB Secretariat

9. Consistent with the provision of Section 90 of DO 19, s. 2022, a special HRMPSB for the preparation of the SY 2025-2026 CAR-RQA with the following composition is hereby created:

Name of Member	Position/Designation	Capacity
Jan Nowel E. Peña	OIC Asst. Schools Division Superintendent	Chairperson
Ramonchito A. Soriano	Chief, Curriculum Implementation Division	Member
Dorothy S. Asingal	Administrative Officer V	Member
Catherine M. Badong	Administrative Officer IV	Member
Joshua A. Rebancos	Administrative Aide VI	Secretariat
Mark Christian D. Buduan	Administrative Aide VI	Secretariat

Furthermore, a HRMPSB sub-committee with the following composition is also created to assist in the receipt of applications, initial evaluation, and comparative assessment:

Position	Capacity	Duties/Responsibilities
Public Schools District Supervisor	Sub-committee Lead	<ul style="list-style-type: none"> Facilitates the recruitment process in his/her jurisdiction Assigns member of the TRF assessment team and COT observers in his/her jurisdiction Coordinates schedules of demonstration teaching in his/her jurisdiction Sit as member of the TRF and COT assessment team Sit as member of the HRMPSB during paper evaluation and open ranking for elementary in their area of jurisdiction
Education Program Supervisor (subject specialist)	Member	<ul style="list-style-type: none"> Assigns COT observers within their area of specialization Sit as member of the TRF and COT assessment team Sit as member of the HRMPSB during paper evaluation and open ranking for secondary in their area of specialization



School Head	Member	<ul style="list-style-type: none"> • Oversees acceptance of application in the school level • Ensure that all pertinent documents regarding the preparation of the SY 20205-2026 RQA-CAR are submitted on time • Sit as member of the TRF and COT assessment team • Sit as observer during paper evaluation and open ranking
Master Teachers and Department Heads	Member	<ul style="list-style-type: none"> • Sit as member of the TRF and COT assessment team in their jurisdiction and/or area of specialization
Administrative Officer II	Secretariat	<ul style="list-style-type: none"> • Receives applications in the school level • Facilitates consolidation of COT results in their area of jurisdiction • Submits all pertinent documents regarding the preparation of the SY 20205-2026 RQA-CAR on time • Informs applicants in their respective jurisdiction of the scheduled activities regarding the preparation of the SY 2025-2026 RQA-CAR

10. All personnel involved in the preparation of the SY 2025-2026 CAR-RQA and in the selection process are directed to maintain the highest standard of integrity, accountability and transparency in accordance to DO 19, s. 2022 or the DepEd Merit Selection Plan while in the performance of their duties and responsibilities as members of the HRMPSB and HRMPSB sub-committee. Personnel are also entitled to a Compensatory Time Off (CTO) for Saturdays, Sundays and Holidays rendered in the discharge of their duties as members and secretariat of the HRMPSB and HRMPSB sub-committee.

11. All expenses relative to the conduct of the preparation of the SY 2025-2026 CAR-RQA shall be charged to local funds subject to the usual auditing and accounting procedures.

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

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

