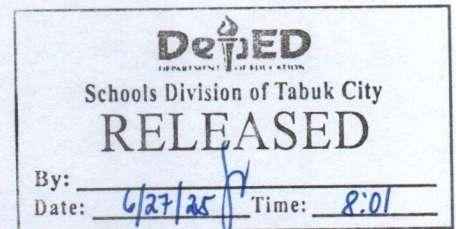




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



June 26, 2025

DIVISION MEMORANDUM

No. 253 s. 2025

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

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

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.** Application is open to 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). All applicants must register and obtain their application code through this link: **tinyurl.com/sdotccodeapp-2**. **Failure to register through the designated link and secure an application code shall result in exclusion from the pool of qualified applicants.**

3. Basic Qualifications of aspiring TICs are as follows:

Criteria	Qualification Standards
Education	Master's degree in education, or educational management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management
Training	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School management and Operations, Instructional Leadership acquired within the last 5 years
Experience	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision
Eligibility	RA 1080 (Teacher)

4. All aspiring TICs are hereby instructed to submit four (4) sets of their documents, properly labeled and tabbed, enclosed in a long **RED** folder and







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submit not later than **3:00 p.m. of June 30, 2025** at the Records Section 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. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the submitted documents and duly accomplished Data Privacy Consent Form (<https://tinyurl.com/checklistcav25>).
 - c. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet,
 - d. Transcript of Records or Diploma of earned Bachelor's Degree, and if available Means of Verification for earned post-graduate units or degrees,
 - e. Certificates of Training (relevant to management and supervision)
 - f. Duly signed Service Records,
 - g. Copy of previous designations as TIC, if any
 - h. Documents relative to Outstanding Accomplishments
 - i. Application of Education
 - j. Application of Learning and Development
5. Enclosure No. 3 to DepEd Order No 7, s. 2023, Criteria and Point System for Hiring and Promotion to School Administration Positions will be utilized. 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 



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Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY

NAME OF APPLICANT

Address

TEACHER-IN-CHARGE

Application Code

Contact Number

Checklist of
Requirements,
Omnibus Sworn
Statement and CAV

Letter of Intent

Personal Data Sheet

Education

Trainings

Experience

Performance Rating

Outstanding
Accomplishments

Application of
Education

Application of
Learning and Dev't