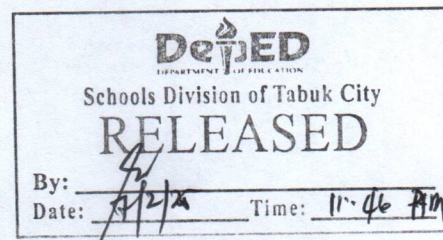




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF TABUK CITY



July 2, 2025

DIVISION MEMORANDUM

No. 48 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. In line with this, the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Schools Division of Tabuk City announces that all aspiring Teacher-In-Charge applicants, including current TICs, must submit their letters of intent to the Records Section on or before 3:00 p.m. of July 7, 2025, for evaluation and assessment.
3. Application is open to all interested individuals, including persons with disability (PWD), members of the indigenous communities, and those from any sexual orientation and gender identities (SOGI) provided they shall meet the following Minimum Qualification Standards:

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)



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



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4. 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.**

5. All aspiring TICs are hereby instructed to submit four (4) sets of their documents, properly labeled and tabbed, enclosed in a LONG **RED** FOLDER (See Annex 1). Each set of folders must include the following:

a. Mandatory Documentary Requirements:

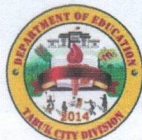
1. Application Letter or Letter of Intent indicating the position being applied for and addressed to:

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City

2. Checklist of Requirements with Omnibus Sworn Statement (see Annex 2) or download from: <https://tinyurl.com/checklistcav25> 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.
3. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2017) with Work Experience Sheet,
4. Valid PRC License,
5. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable.

b. Non-mandatory Documentary Requirements:

6. Copy of Certificate of Training or professional development programs attended,
7. Duly signed Service Records or Certificate of Employment,
8. Copy of the latest/current Performance Rating of at least one (1) year with at least a Very Satisfactory Rating,
9. Proof of Outstanding Accomplishments:
 - a. Certificate of Recognition for Awards and Recognition,
 - b. Research and Innovation,
 - c. Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees,



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- d. Certificate of Recognition as Resource Speaker or Learning Facilitator with training matrix/letter of invitation/issuance/memorandum, and slide deck/session guide
- e. Certificate of Recognition as NEAP Accredited learning Facilitator

10. Proof of Application of Education,

11. Proof of Application of Learning and Development

6. For uniformity and to ensure a seamless and efficient conduct of the comparative assessment, applicants are advised to be guided by the following criteria for assessment and its Means of Verification:

Criteria for Assessment	Documentary Requirement/Mean of Verification
Education	Copy of the Official Transcript of Records (TOR); Certification of units earned in the Masters or Doctorate Degree specifying the major of the course (<i>Certification of Grades will not be accepted</i>)
Training	Certificate of Participation/Attendance/Completion for the last five (5) years to relevant trainings and capacity building programs such as: Curriculum, Pedagogy, School management and Operations, and Instructional Leadership acquired within the last 5 years
Experience	Duly signed Service Records and Designation as learning area/subject area coordinator with duly approved action plan and accomplishment report, and/or Official Designation as TIC as proof of experience in school management and operations, and instructional supervision
Outstanding Accomplishment	Awards and Recognition. <i>Certificate of Outstanding Employee Award with issuance/memorandum/document showing the Criteria for the Search</i> Research and Innovation. <i>Duly approved proposal; Accomplishment Report; Certification of Utilization by the local office; Certificate of Adoption by another office; Proof of Citation by other researchers</i> Subject Matter Expert. <i>Memorandum showing membership in a National Technical Working Group (NTWG); Certificate of Participation/Attendance; Output/Adoption by the organization</i>



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	Resource Speakership/Learning Facilitation. <i>Issuance/Memorandum/Invitation with training matrix, Certificate of Recognition/Appreciation as Resource Speaker/Facilitator, Slide decks or session guides used.</i> NEAP Accredited Learning Facilitator. <i>Certification of Recognition issued by the NEAP Regional or Central Office</i>
Performance Rating	Duly signed latest or current Individual Performance Commitment and Review Form (IPCRF) of at least one (1) year.
Application of Education	Action Plan/Re-entry Plan/Job Embedded Learning/Impact Project; Accomplishment Report with Certificate of Adoption at the local and/or higher office. <i>(The HRMPSB shall have the right to evaluate the submitted MOVs and allocate points based on DepEd existing guidelines in the evaluation of innovation projects.</i>
Application of Learning and Development	Certificate of Training; Action Plan/Re-entry Plan/Job Embedded Learning/Impact Project; Accomplishment Report with Certificate of Adoption at the local and/or higher office. <i>(The HRMPSB shall have the right to evaluate the submitted MOVs and allocate points based on DepEd existing guidelines in the evaluation of innovation projects.</i>

7. 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.

8. All interested individuals are also invited to attend the Online Orientation on the Qualification Standards for aspiring Teacher In-charge in the Schools Division of Tabuk City on July 2, 2025 at 2:00 p.m. by registering to this link: <https://bit.ly/TICQSOrientation>.

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

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent





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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