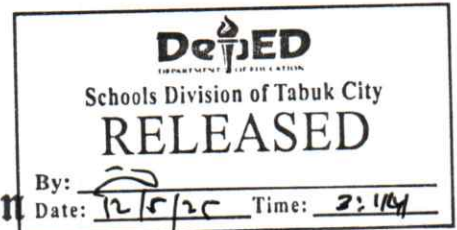




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



December 5, 2025

Division MEMORANDUM
No. 577, s. 2025

**CALL FOR RESUBMISSION OF APPLICATION FOR HEAD TEACHER I IN THE
SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent
Members of the HRMPSB
All Interested Qualified Applicants

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. 20, s. 2025 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions), announces the submission of application for Head Teacher I **not later than 3:00 p.m. of December 12, 2025 at the Records Section.**

2. 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) provided they meet the following Minimum Qualification Standards set by the Civil Service Commission (CSC).

Criteria	Qualification Standards
Education	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 units professional education units
Training	24 hours relevant training
Experience	TIC for 1 year; or Teacher for 3 years
Eligibility	RA 1080 - Teacher

3. 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**

4. All applicants are hereby instructed to submit four (4) sets of their application documents, properly labeled and tabbed, enclosed in a **long folder brown**(See Annex A). Each set must include the following:



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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Mandatory documentary requirements:

- a. Application Letter/Intent Letter citing the position/s and Plantilla Item Number/s of positions being applied addressed 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 2025) with Work Experience Sheet,
- d. Valid and updated PRC License or Appropriate Certificate of Eligibility
- e. Copy of Scholastic/Academic Record (i.e. Diploma and Transcript of Records, including completion of graduate and post-graduate units/degrees, if applicable),
- f. Duly signed Service Records or Certificate of Employment,
- g. Copy of latest/current Performance Rating with at least a Very Satisfactory Rating
- h. Copy of Certificate of Training or professional development programs attended,
- i. **Other mandatory documentary requirements for applicants to higher teaching positions:** Copy of the Individual Performance Commitment Review Form (IPCRF) covering the Performance Requirement (COIs and NCOIs rating) of the position applied for.

Non-mandatory documentary requirements:

- a. Means of Verification for Outstanding Accomplishments:
1. Certificate of Recognition for Awards and Recognition,
 2. Research and Innovation,
 3. Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees.
 4. Certificate of Recognition as Resource Speaker or learning Facilitator with training matrix/letter of invitation/ issuance/ memorandum, and slide deck/session guide
 5. Certificate of Recognition as NEAP Accredited Learning Facilitator
- b. Proof of Application of Education,
- c. Proof of Application of Learning and Development

5. Individuals who failed to submit the complete and fully accomplished mandatory documentary requirements 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. 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 public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for



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disqualification and shall cause the filing of an administrative or criminal case/s against the person concerned.

7. The process of the comparative assessment for this application shall be covered by the following schedule:

Activities	Inclusive Dates	Venue
1. Acceptance of applications	December 5-12, 2025	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	To be announced	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	To be announced	HRMPSB Bulletin Board
4. Conduct of assessment of potentials, PPST COIs (classroom Observation), and PPST NCOIs (Portfolio Annotations and BEI)	To be announced	Conference Hall/Identified Schools
5. Paper evaluation and conduct of the Open Ranking System	To be announced	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	To be announced	HRMPSB Bulletin Board
7. Submission of the CAR to the Schools Division Superintendent		

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

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools Division Superintendent


SALLY P. FEKEN
Chief Education Supervisor



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ANNEX A
Required Folder Color and Order of Documents/Labeling

NAME OF APPLICANT
Address

HEAD TEACHER I
Application Code
Contact Number

Checklist of
Requirements,
Omnibus Sworn
Statement and CAV

Letter of Intent

Personal Data Sheet

Education

Trainings

Experience

Outstanding
Accomplishments

Performance Rating

Eligibility Rating

General Weighted
Average

Application of
Learning and Dev't



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