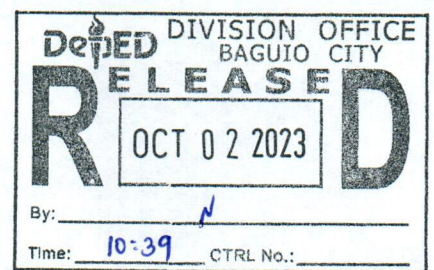




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



02 October 2023

DIVISION MEMORANDUM

No. 386-2023

**SUBMISSION OF APPLICATION FOR MADRASAH EDUCATION PROGRAM
(MEP) TEACHERS (ASATIDZ) for SY 2023-2024**

TO : **ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL INTERESTED AND QUALIFIED APPLICANTS
ALL OTHERS CONCERNED**

1. This Office announces the submission of application for Madrasah Education Program Teachers (Job Order) for SY 2023-2024.
2. All interested and qualified applicants regardless of sex, gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter together with complete documents on or before **October 13, 2023** at DepEd-Baguio Schools Division Office to be received at the Records Section. All applications received beyond **October 13, 2023** will not be accepted.
3. The following required documents should be submitted in a folder:
 - a. Letter of Intent;
 - b. Fully accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
 - c. Photocopy of Form 137 school permanent record for both Secular and Islamic (Arabic) Education
 - d. Photocopy of Official Transcript of Records; if applicable
 - e. Photocopy of Service Record/Certificate of Employment duly signed by the Head of Office or his/her Authorized Representative; if applicable
 - f. Photocopy of Certificate of Rating for passing the Qualifying Examination in Arabic Language and Islamic Studies (QEALIS), if applicable
 - g. Photocopy of Certificate of Training in Language Enhancement and Pedagogy (LEaP), if applicable
 - h. Photocopy of NBI Clearance/Police Clearance
4. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides that online submission of electronic copies of the above enumerated application documents at e-add: sdobaguio.hrmo@gmail.com may be allowed, subject to the submission of the hard copies upon request for purpose of verification.
5. Applicants who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.





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6. For any inquiries and clarifications, please visit Ms. Nora D. Dalapnas, MEP Coordinator at the CID Office.
7. For information and guidance.

SORAYA T. FACULO, PhD, CESO VI
Assistant Schools Division Superintendent *fm*
Officer-in-Charge, Office of the Schools Division Superintendent

