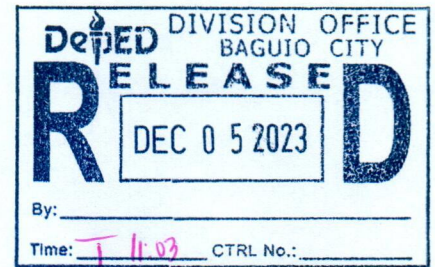




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



December 4, 2023

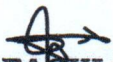
DIVISION MEMORANDUM

No. **494-2023**

**CALL FOR APPLICATION FOR TEACHER-IN-CHARGE OF SCHOOLS
WITHOUT PRINCIPAL ITEMS**

To: All Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public School Heads
Others Concerned

1. To ensure efficiency and effectiveness of school operations that contribute to a positive learning environment, this Office calls for application for Teacher-in-Charge of schools without principal item in the elementary and secondary schools.
2. The applicant must have at least one (1) year experience as a Head Teacher or five (5) years experience as Teacher III.
3. Applicants must submit their application letter addressed to the office of the Schools Division Superintendent on or before December 11, 2023 with the following documentary requirements:
 - a. *Duly Accomplished PDS with Work Experience Sheet;*
 - b. *Photocopy of Service Record;*
 - c. *Photocopy of Latest Performance Rating; and*
 - d. *Photocopy of Certificates of relevant Training.*
4. The designation as Teacher-in-Charge is without additional compensation (only leave benefits), but an opportunity to exercise leadership and management skills.
5. Widest dissemination of this memorandum is desired.


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

