



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



July 3, 2024


DIVISION MEMORANDUM

No. **368-2024**

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

To: Chief Education Supervisor
Public Schools District Supervisors
Public School Heads
All 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 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 July 12, 2024 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



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