



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



April 2, 2025

DIVISION MEMORANDUM
No. **241-2025**

**CALL FOR APPLICATION FOR TEACHER-IN-CHARGE OF SECONDARY 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 secondary schools.
2. The applicant, who has passed the National Qualifying Examination for School Heads (NQESH), must have one (1) year of experience as a Head Teacher, two (2) years as a Master Teacher, two (2) years as a Teacher-in-Charge, or five (5) years of experience as a Teacher III.
3. Applicants must submit their application letter, addressed to the Office of the Schools Division Superintendent, on or before April 14, 2025, along with the following documentary requirements:
 - a. *Duly Accomplished PDS with Work Experience Sheet;*
 - b. *Photocopy of Service Record, including Designation as Teacher-in-Charge (TIC), if applicable;*
 - c. *Photocopy of official Transcript of Record*
 - d. *Photocopy of Latest Performance Rating; and*
 - e. *Photocopy of Certificates of relevant Training/s.*
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
Schools Division Superintendent