



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



May 23, 2025

DIVISION MEMORANDUM

No. **320-2025**

REOPENING OF APPLICATIONS FOR TEACHER-IN-CHARGE IN SECONDARY SCHOOLS WITHOUT PRINCIPALS

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

1. Please be informed that the application process for the designation of Teacher-in-Charge in secondary schools without assigned principals is now reopened due to a shortage of qualified applicants.
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 and two (2) years as a Master Teacher.
3. Applicants must submit their application letter, addressed to the Office of the Schools Division Superintendent, on or before May 30, 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

For the Schools Division Superintendent:


CARMEL F. MERIS
Officer-in-Charge
Office of the Assistant Schools Division Superintendent