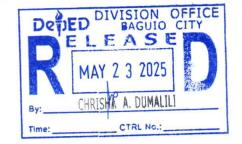


## Republic of the Philippines

## Department of Education

CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



May 23, 2025

DIVISION MEMORANDUM No. 3 / () - / U 2 5

## 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:
  - c. Duly Accomplished PDS with Work Experience Sheet;
  - d. 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:

Officer-in-Charge

Office of the Assistant Schools Division Superintendent