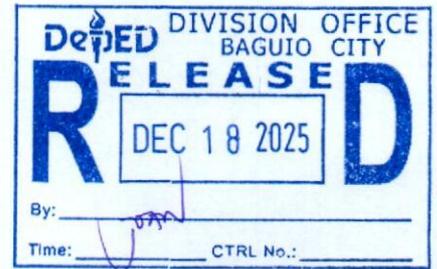




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



December 18, 2025

DIVISION MEMORANDUM  
No. **836-2025**

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

To: Chief Education Supervisors  
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 items.
2. The applicant, who has passed the National Qualifying Examination for School Heads (NQESH)/National Assessment for Schol Heads, 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 December 22, 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;*
  - b. *Photocopy of official Transcript of Record*
  - c. *Photocopy of Latest Performance Rating; and*
  - d. *Photocopy of Certificates of relevant Training/s.*
4. Points earned during the assessment for reclassification of applicants whose reclassification was not approved at the time may be credited for this application, subject to the applicant's request.
5. The designation as Teacher-in-Charge is without additional compensation (only leave benefits), but an opportunity to exercise leadership and management skills.
6. Widest dissemination of this memorandum is desired.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent