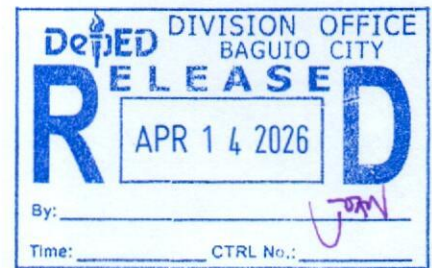




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



April 13, 2026

DIVISION MEMORANDUM  
No. **248-2026**

**CALL FOR APPLICATIONS FROM QUALIFIED TEACHERS IN THE SCHOOLS  
DIVISION FOR TEACHER-IN-CHARGE AND TEACHING ASSIGNMENTS  
IN THE SCHOOL FOR THE ARTS**

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

1. In support of the Division's initiative to strengthen arts education and ensure the effective establishment and operation of the School for the Arts, this Office announces the call for applications from qualified teachers within the Schools Division for possible designation as Teacher-In-Charge (TIC) and teaching assignment in the School for the Arts.
2. This initiative aims to identify competent, dedicated, and suitably trained teachers who may be considered for designation or reassignment to support the specialized curricular and instructional requirements of the School for the Arts.
3. Interested applicants must meet the following minimum requirements:
  - a. Must be a permanent teacher in the Schools Division of Baguio City
  - b. Must possess a Bachelor's degree in the relevant field or a closely related art discipline for Arts teachers, and a Bachelor's degree in Secondary Education for teachers of English, Science, and Mathematics.
  - c. Must have training, background, and/or experience in any of the following disciplines: **theater, dance** (folk dance & ballet), **visual arts, music** (choir), **creative writing** (English & Filipino), **or other related creative fields**;
  - d. Must have very satisfactory performance ratings for the last rating period;
  - e. Must demonstrate leadership potential (for Teacher-In-Charge applicants), good moral character, and strong commitment to arts education; and
  - f. Must be willing to be assigned to the School for the Arts and perform duties as may be required.
3. Applicants shall submit their application letter, addressed to the Office of the Schools Division Superintendent, through the Division Records Section, on or before April 27, 2026, together 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.*
  - f. *Endorsement from the School Head.*
5. The designation as Teacher-in-Charge and/or Arts Teacher shall not carry any additional compensation but shall serve as an opportunity to develop leadership and management competencies, strengthen professional growth, and contribute to the advancement of arts education in the Schools Division.
6. Widest dissemination of this memorandum is desired.

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

OASDS/STEJr/nde

