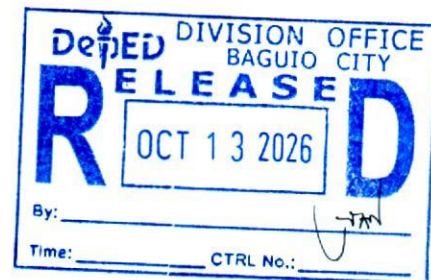




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



October 13, 2026

DIVISION MEMORANDUM

No. **689-2026**

**CALL FOR APPLICATIONS FOR DESIGNATION AS ASSISTANT SCHOOL HEAD
IN IDENTIFIED SCHOOLS**

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

1. To ensure the continuous and effective management of schools and the sustained delivery of quality basic education services, particularly in schools experiencing an increase in learner enrollment, this Office hereby invites qualified and interested personnel to apply for designation as Assistant School Head in identified schools.
2. In this regard, interested applicants are invited to submit their applications in accordance with the requirements and procedures prescribed herein.
3. Applicants shall submit an application letter addressed to the Office of the Schools Division Superintendent on or before October 16, 2026, together with the following documentary requirements:
 - a. Duly Accomplished Personal Data Sheet (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 Records;
 - d. Photocopy of latest Performance Rating; and
 - e. Photocopy of certificates of relevant training/s.
4. The designation shall be without additional compensation, except for applicable leave benefits, and shall provide an opportunity to exercise leadership and management skills.
5. Widest dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/STF/nde