



Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF BILIRAN

DIVISION MEMORANDUM

DATE: January 15, 2021

No. 018 S. 2021

TO: OIC –Office of the Assistant Schools Division Superintendent
Chief Education Supervisors of SGOD and CID
All Others Concerned
This Division

FROM: JUDELLA R. LUMPAS EdD, CESO VI
OIC Schools Division Superintendent

SUBJECT: ANNOUNCEMENT AND INVITATION TO SUBMIT DOCUMENTS OF QUALIFIED APPLICANTS FOR TEACHER IN-CHARGE POSITIONS.

1. This is to announce the conduct of screening and selection of applicants for Teacher-In-Charge positions in elementary level. Interested and Qualified applicants are invited to submit the following list of documents.

DOCUMENTS TO BE SUBMITTED for TIC (ELEMENTARY)

1. Application Letter
2. Updated Personal Data Sheet (revised 2017)
3. Actual copy of the approved Performance Ratings for the last three (3) rating periods which should be at least Very Satisfactory
4. Updated Service Record
5. Updated Transcript of Records
6. Authenticated Copy of PRC Rating and License
7. Certificates of Attendance/Participation/Completion, etc. for seminars/trainings/in-service trainings attended, if there be any
8. Any document that has bearing in the evaluation for promotion.

2. This position shall be open to all who are qualified, regardless of gender, civil status, disability, religion, ethnicity etc.

3. All applicants are directed to download electronic application form for Teacher-In-Charge using the eApp for HTI from this link: bit.ly/eApps_NTandReclass_Corrected. The accomplished eApp form together with scanned copies of the documents shall be uploaded to this link <https://tinyurl.com/biliranappdata> not later than January 27, 2021.

4. HRMO shall conduct initial evaluation of the pertinent documents as to the Teacher-In-Charge position qualifications and prepare shortlist of qualified applicants to advance to the Open Ranking. Successful applicants shall be notified via email and/or text message. *The schedule of the Open Ranking (screening, examinations, and interview) for shortlisted applicants will be on **February 5, 2021, 8:00 A.M./P.M., Division Office Teachers Arena, Larrazabal, Naval, Biliran.***

5. All qualified applicants are advised to bring hard copy of documents attached in the emailed application acknowledged by the division office during the Open Ranking additional documents not found in the folder of email attachment will not be counted.

6. Immediate dissemination of this Memorandum is desired.

DIVISION OF BILIRAN
NAVAL, BILIRAN
RELEASED
BY: *[Signature]*
DATE: *[Signature]*