



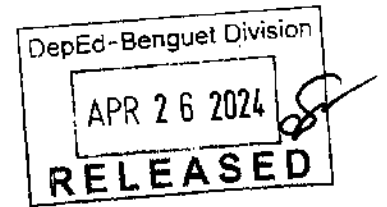
Republic of The Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BENGUET

25 April 2024

**DIVISION MEMORANDUM**

No. 139, s. 2024

TO: Chief Education Supervisors  
All EPSs and District Heads  
Public Elementary and Secondary Schools  
All Others concerned



**CALL TO SUBMIT LETTER OF INTENT FOR TEACHER IN-CHARGE (TIC) POSITION  
IN SECONDARY SCHOOLS**

1. Be informed that SDO Benguet is accepting applications from qualified teachers (Teacher 3) who aspire to take on leadership roles as Teacher In-charge (TIC).
2. Interested teachers shall submit the following documents (properly labeled) on or before May 10, 2024 to the Records Section, SDO Benguet:
  - a. Letter of intent addressed to the SDS indicating therein willingness to be assigned in any secondary school in Benguet;
  - b. Duly accomplished PDS (CS Form No. 212, Revised 2017);
  - c. Photocopy of scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
  - d. Photocopy of Certificate/s of Training related to Educational Management attended for the past 5 years;
  - e. Photocopy of the latest Performance Rating;
  - f. Other documents showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development;
  - g. Along with your submission is the endorsement of your current school principal, showing their approval to release you for potential reassignment to another school within Benguet.
3. For immediate and widest dissemination.

  
**SALLY L. BARAKEN-ULLALIM CESOV**  
Schools Division Superintendent

SGOD/LBA



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

