



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

DIVISION MEMORANDUM
 No. 119 s.2020

June 17, 2020

**CONDUCT OF REMOTE INTERVIEW AND WRITTEN EXAMINATIONS
 FOR VARIOUS POSITIONS**

TO: All Division Human Resource Merit Promotion and Selection Board (HRMPSB) Members
All HRMPSB Secretariat
All Various Position Applicants
All Others Concerned

1. Corollary to DepEd Order No. 011, s. 2020 titled "Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to COVID-19 Pandemic", interview and written examination of applicants for various positions will be conducted remotely on the following dates, to wit:

DATE	POSITIONS	NO. OF APPLICANTS	TOTAL
June 22, 2020	HEAD TEACHER II (Elementary) PRINCIPAL I (Secondary) PRINCIPAL I (Elementary)	4 4 11	19
June 23, 2020	ADMINISTRATIVE OFFICER II (HRMO I) ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	7 11	19
June 24, 2020	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) ADMINISTRATIVE ASSISTANT II(Clerk III)	9 11	20
June 25, 2020	NURSE II (Supo NHS and Gaddani NHS)	19	19

2. All applicants are instructed to coordinate with the following: Ms. Gemma B. Cabutaje, HRMO, 09655169360, gembcabutaje@gmail.com, Rizzanne C. Collado, 09955042101, rizzanne.collado@deped.gov.ph, and Carlos B. Bargas Jr., 09151749399, relative to the updating of email, other social media accounts and cellular phone numbers to be used remotely and all preparations prior to the conduct of the activity.
3. All applicants and HRMPSB Members are expected to make themselves available during working hours and to maximize the time spent in the discharge of their duties and responsibilities.
4. For written examination, the questionnaires will be sent via email through google documents and be sent back to the HRMPSB Secretariat within the day. The applicants will be informed via phone calls or text messages anent to this matter.





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5. For the interview, it will be conducted via conference call, video conference via messenger or any viable options to provide better access to all applicants. The applicants may also select the most accessible platform and inform the HRMPSB Secretariat in-charge of the activity to better serve their needs.
6. Communication expenses incurred to this activity will be reimbursed subject to the usual auditing rules and accounting procedures.
7. For your guidance, information and strict compliance.


GLORIA B. BUYA-AO
Schools Division Superintendent

