



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

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DIVISION MEMORANDUM  
 No. 43 s.2020

August 12, 2020

**SUBMISSION OF APPLICATION FOR  
 VARIOUS POSITIONS**

To: **Public Schools District Supervisors  
 Public Elementary/ Secondary School Heads/Principals  
 All Interested and Qualified Applicants**

1. The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of applications of interested qualified applicants for the following various positions:

Position	Salary Grade	Preferred Qualification Standards			Eligibility	Place of Assignment
		Education	Training	Experience		
• <b>Principal I</b>	19	• BEED or its equivalent	40 hours relevant training	HT for 1 yr.; TIC for 2 yrs.; MT for 2 yrs.; Teacher for 5 yrs.	TR./PBET/LET /RA 1080	Bucay and Tubo District
• <b>Head Teacher III</b>	16	• BEEEd/BSE or its equivalent or Bachelor's degree w/ 18 professional education units	24 hours relevant training	2 years as HT	TR/PBET/LET/ RA 1080	Non-station specific
• <b>Head Teacher II</b>	15	• BEED or its equivalent prof. educ.units	24 hours relevant training	HT for 1 yr., TIC for 2 yrs., Teacher for 4 yrs	TR/PBET/LET/ RA 1080	Non-station specific
• <b>Administrative Officer II (3 items)</b>	11	• Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	Tayum, Bangued West, Sinalang Pilot ES
• <b>Administrative Assistant III</b>	9	• Completion of 2 years in college preferably Bachelor's Degree in Business Administration, Major in Accounting; or Completion of 2 years studies in Bachelor's Degree in Accountancy or Commerce	4 hours relevant training & 4 hours training on the use of computers and spread sheet soft wares	1 year relevant experience in accounting activities/tasks	CS Sub. Prof	DO Based-Personnel Section
• <b>Administrative Assistant II</b>	8	• Completion of 2 years in college preferably Bachelor's Degree in Business Administration, Major in Accounting; or Completion of 2 years studies in Bachelor's	4 hours relevant training	1 year relevant experience in accounting activities/tasks	CS Sub. Prof	Elementary







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		Degree in Accountancy or Commerce				
• <b>Administrative Aide VI</b>	6	• Completion of 2 years in college	None required	None required	CS Sub. Prof	DO Based-Personnel and Supply Section

- All interested applicants regardless of gender, sexual orientation, civil status, religion, disability, ethnicity or political affiliation are required to submit application letter together with complete documents **on or before August 26, 2020** at the DepED Schools Division Office- Abra through the HRMO and to be received at the records section window 2. All applicants received beyond August 26, 2020 will not be accepted.
- The following required documents should be placed in three (3) separate folders (1 original copy and 2 photo copies) which should be properly arranged and labeled following the sequence as hereunder presented as follows:

	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
a	Application Letter stating the position/s to be applied	
b	Updated Personal Data Sheet	
c	Performance Rating	➤ Performance rating for the last 3 rating periods which should be at least <u>Very Satisfactory (VS)</u>
d	Experience	Updated Service Record / Certificate of Employment
e	Outstanding Accomplishments (Meritorious Accomplishments)	<ul style="list-style-type: none"> <li>➤ Certificate of Recognition as Outstanding Employee</li> <li>➤ Certificate of Recognition for any Innovations conducted</li> <li>➤ Copy of Research and Development Projects</li> <li>➤ Certificate of Recognition as to Publication/Authorship</li> <li>➤ Certificate of Recognition as Consultant/Resource Speaker in trainings/Seminars</li> </ul>
f	Education	➤ Official Transcript of Records (OTR)
g	Training	➤ Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc.
h	Others	

- Interview and written examination of qualified applicants for the aforementioned vacant positions shall be announced at a later date in a separate memorandum.
- For inquiries or clarifications, please feel free to contact **Ms. Gemma B. Cabutaje**, HRMO at **0965-516-9360** at DepEd Division Office.
- Immediate dissemination of this memorandum is desired.

**CHRISTOPHER C. BENIGNO**  
 OIC-Assistant Schools Division Superintendent  
 Chairman, HRMPSB/ Placement Committee

