



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

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DIVISION MEMORANDUM
 No. 064 s.2021

February 17, 2021

**SUBMISSION OF APPLICATION FOR ADMINISTRATIVE AIDE IV AND
 ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)**

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

- 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 positions.

Position	Salary Grade	Qualification standards			Eligibility	Place of Assignment
		Education	Training	Experience		
Administrative Aide IV -2 items	4	Completion of 2 years in College	None Required	None Required	CS Sub. Prof. / MC 11, s. 1996 - Cat III	Elementary
Administrative Assistant II (Disbursing Officer II) -1 item	8	Completion of 2 years in College	4 hrs. relevant training & 4 hrs. training on the use of computers and spreadsheet softwares	1 year relevant experience in accounting activities/tasks	CS Sub. Prof.	Elementary

- 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 at DepEd Abra Schools Division Office through the HRMO and to be received at the records section window 2. All applications received beyond the deadline will not be accepted. Please be guided with the following timelines:

ACTIVITY	TIMELINE
1. Submission of application documents	February 18-26, 2021
2. Conduct of Preliminary Evaluation to come up with the listing of candidates	March 1-2, 2021
3. Conduct of Initial Assessment to come up with the Selection Line-Up	March 3-5, 2021
4. Conduct of Interview and Written Examination (Online interviews may be arranged by the HRMPSB)	March 8-12, 2021
5. Finalization of Comparative Assessment Form	March 12, 2021
6. Signing of the CAF by the HRMPSB	March 12, 2021
7. Submission of CAF for Approval	March 12, 2021
8. Approval of final CAF and posting	March 15, 2021
9. Retrieval of application documents	March 16-19, 2021

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Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 e-mail: abra@deped.gov.ph



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3. The following required documents should be placed in three (3) separate folders (1 original copy and 2 photocopies) which should be properly arranged and labeled following the sequence as hereunder presented as follows:

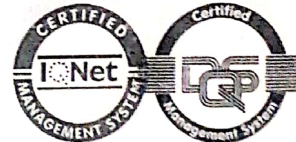
DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
A Application Letter stating the position/s to be applied	
B Updated Personal Data Sheet	
C Performance Rating	<ul style="list-style-type: none"> Performance rating for the last 3 rating periods which should be at least Very Satisfactory (VS)
D Experience	Updated Service Record/ Certificate of Employment
E Outstanding Accomplishments (Meritorious Accomplishments)	<ul style="list-style-type: none"> Certificate of Recognition as Outstanding Employee Certificate of Recognition for any Innovations Conducted Copy of Research and Development Projects Certificate of Recognition as to Publication/Authorship Certificate of Recognition as Consultant/Resource Speaker in trainings or seminars
F Education	Official Transcript of Records (OTR)
G Training	Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc.
H Others	

4. For inquiries or clarifications, please feel free to contact Ms. Gemma B. Cabutaje, HRMO at 0965-516-9360.
5. Immediate dissemination of this memorandum is desired.


SORAYA T. FACULO, Ph.D. 2/11
 Assistant Schools Division Superintendent
 Chairman, HRMPSB/Placement Committee



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