



Republic of the Philippine
Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

MAY 05 2021
8131

DIVISION MEMORANDUM

No. 145 s. 2021

May 04, 2021

**SUBMISSION OF APPLICATION
FOR VARIOUS POSITIONS**

**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	Plantilla Item No.	Salary Grade	Qualification standards			Eligibility	Place of Assignment
			Education	Training	Experience		
Administrative Aide I	ADA1-90049-2004	1	High School Graduate	None Required	None Required	None Required	Elementary
Administrative Aide I	ADA1-90054-2004	1	High School Graduate	None Required	None Required	None Required	Elementary
Administrative Assistant II (Clerk III)	ADAS2-90036-2016	8	Completion of 2 years in College	4 hrs. relevant training	1 year relevant experience	CS Sub. Prof.	Senior High
Head Teacher III	HTEACH3-90002-2005	16	BEED or its equivalent with 18 prof. educ. units	24 hrs. relevant training	HT for 2 yrs., TIC for 2 yrs., Tr. For 5 yrs.	TR./PBET/LET/RA 1080	Division Wide

- 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	May 5-14, 2021
2. Conduct of Preliminary Evaluation to come up with the listing of candidates	May 17-18, 2021
3. Conduct of Initial Assessment to come up with the Selection Line-Up	May 19-21, 2021
4. Conduct of Interview and Written Examination (Online interviews may be arranged by the HRMPSB)	May 24-28, 2021
5. Finalization of Comparative Assessment Form	May 28, 2021
6. Signing of the CAF by the HRMPSB	May 28, 2021
7. Submission of CAF for Approval	May 28, 2021
8. Approval of final CAF and posting	May 31, 2021
9. Retrieval of application documents	June 1-4, 2021

- 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:

QM Page 3 of 4



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



ISO 9001:2015 Certified
Quality Management System
CRN 50500994 QM15



Republic of the Philippines
Department of Education

Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

	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	Eligibility	Certificate of Eligibility/rating/license
I	Others	

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

BENILDA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

OSDS/personnel/GBC/lsc



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



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15