



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

RELEASED
 JUL 13 2021
 DEPED-ABRA IME 9.2

July 09, 2021

DIVISION MEMORANDUM
 No. 239 s. 2021

**SUBMISSION OF APPLICATION
 FOR SENIOR EDUCATION PROGRAM SPECIALIST II,
 NURSE I AND ADMINISTRATIVE AIDE VI**

**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 positions.

Position	Plantilla Item No.	SG	Qualification standards			Eligibility	Place of Assignment
			Education	Training	Experience		
Education Program Specialist II	EPS2-90016-2014	16	Bachelor's Degree in Education or its equivalent	4 hours relevant training	2 yrs. experience in education, research, development, implementation or other relevant experience	RA 1080/ Career Service (Professional) appropriate eligibility for Second Level Position	Division Office (SGOD - School Management Monitoring and Evaluation)
Nurse I	NUR1-90237-2010	15	Bachelor of Science in Nursing	4 hours relevant training	1 year relevant experience	RA 1080	Bolbolo NHS
Administrative Aide VI	ADA6-90018*2004	6	Completion of 2 years in College	None Required	None Required	CS Sub. Prof. / (MC 11, s. 1996 - Cat. III)	Division Office (SDS Office)

2. 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:

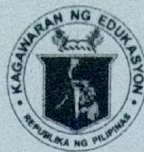
ACTIVITY	TIMELINE
1. Submission of application documents	July 12-16, 2021
2. Conduct of Preliminary Evaluation to come up with the listing of candidates	July 19-20, 2021
3. Conduct of Initial Assessment to come up with the Selection Line-Up	July 21-23, 2021



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 Syst
 CRN 50500994 QM15



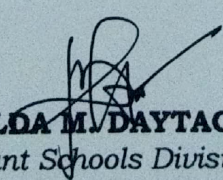
Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF ABRA

4. Conduct of Interview and Written Examination (Online interviews may be arranged by the HRMPSB)	August 03, 2021
5. Finalization of Comparative Assessment Form	August 04, 2021
6. Signing of the CAF by the HRMPSB	August 04, 2021
7. Submission of CAF for Approval	August 04, 2021
8. Approval of final CAF and posting	August 5-6, 2021
9. Retrieval of application documents	August 9-13, 2021

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	Eligibility	Certificate of Eligibility/rating/license
I	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.


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

OSDS/personnel/GBC



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 Syst
 CRN 50500994 QM15