



Republic of the Philippine
Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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August 19, 2021

DIVISION MEMORANDUM
No. 284 s. 2021

**SUBMISSION OF APPLICATION
FOR ADMINISTRATIVE AIDE I**

**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.	S G	Qualification standards			Eligibility	Place of Assignment
			Monthly Salary	Education	Training		
Administrative Aide I (Utility Worker I)	ADA1-90037-2004	1	12,034	High School Graduate	None Required	None Required	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	August 20-27, 2021
2. Conduct of Preliminary Evaluation to come up with the listing of candidates	August 31, 2021
3. Conduct of Initial Assessment to come up with the Selection Line-Up	September 01, 2021
4. Conduct of Interview and Written Examination (Online interviews may be arranged by the HRMPSB)	September 10, 2021
5. Finalization of Comparative Assessment Form	September 13, 2021
6. Signing of the CAF by the HRMPSB	September 13, 2021
7. Submission of CAF for Approval	September 13, 2021
8. Approval of final CAF and posting	September 14, 2021
9. Retrieval of application documents	September 15-17, 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:



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Website: <http://www.depedabra.com>
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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 E4D, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

OSDS/personnel/GBC

