



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

RELEASED
 SEP 29 2021
 DEPED-ABRA TIME 2:45

September 28, 2021

DIVISION MEMORANDUM
 No. 320 s. 2021

**SUBMISSION OF APPLICATION
 FOR ADMINISTRATIVE 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	Plantilla Item No.	SG	Qualification standards				Eligibility	Place of Assignment
			Monthly Salary	Education	Training	Experience		
Administrative Officer II	ADOF2-90023-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Agtangao ES
Administrative Officer II	ADOF2-90024-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Tagodtod ES
Administrative Officer II	ADOF2-90025-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Licuan IS
Administrative Officer II	ADOF2-90026-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Layugan IS
Administrative Officer II	ADOF2-90027-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Lapaz IS
Administrative Officer II	ADOF2-90028-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Ba-I IS
Administrative Officer II	ADOF2-90029-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Maguyepyep IS
Administrative Officer II	ADOF2-90030-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	An-anaao IS
Administrative Officer II	ADOF2-90031-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Naglibacan IS
Administrative Officer II	ADOF2-90032-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Tuquib IS
Administrative Officer II	ADOF2-90033-2021	11	23,877	Bachelor's Degree	None Required	None Required	CS Prof (2 nd Level Eligibility)	Lumaba IS



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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	Sept. 29 to Oct. 08, 2021
2. Conduct of Preliminary Evaluation to come up with the listing of candidates	October 14, 2021
3. Conduct of Initial Assessment to come up with the Selection Line-Up	October 15, 2021
4. Conduct of Interview and Written Examination (Online interviews may be arranged by the HRMPSB)	October 26, 2021
5. Finalization of Comparative Assessment Form	October 27, 2021
6. Signing of the CAF by the HRMPSB	October 27, 2021
7. Submission of CAF for Approval	October 27, 2021
8. Approval of final CAF and posting	October 28, 2021
9. Retrieval of application documents	October 29, 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	



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- 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.

[Handwritten Signature]
BENILDA M. AY TACA EJO, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

OSDS/personnel/GBC



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