



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

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October 06, 2021

DIVISION MEMORANDUM
 No. 332 s. 2021

**SUBMISSION OF APPLICATION
 FOR ADMINISTRATIVE ASSISTANT III**

**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	Monthly Salary	Qualification standards			Eligibility	Place of Assignment
				Education	Training	Experience		
Administrative Assistant III (Senior Bookkeeper)	ADAS3-90015-2017	9	19,593	Completion of 2 years in College	4 hrs. relevant training & 4 hrs. training on the use of computers and spreadsheet softwares	1 yr. 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	Oct.06 to Oct. 15,2021
2. Conduct of Preliminary Evaluation to come up with the listing of candidates	October 19, 2021
3. Conduct of Initial Assessment to come up with the Selection Line-Up	October 22, 2021
4. Conduct of Interview and Written Examination (Online interviews may be arranged by the HRMPSB)	October 29, 2021
5. Finalization of Comparative Assessment Form	November 03, 2021
6. Signing of the CAF by the HRMPSB	November 03, 2021
7. Submission of CAF for Approval	November 03, 2021
8. Approval of final CAF and posting	November 04, 2021
9. Retrieval of application documents	November 05, 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:



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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	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 EmployeeCertificate of Recognition for any Innovations ConductedCopy of Research and Development ProjectsCertificate of Recognition as to Publication/AuthorshipCertificate 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



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