



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

RELEASED  
 DEPED-ABRA  
 8:05

November 02, 2021

DIVISION MEMORANDUM  
 No. 386 s. 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.	SG	Qualification Standards				Eligibility	Place of Assignment
			Monthly Salary	Education	Training	Experience		
Administrative Officer IV (Cashier II)	ADOF4-90111-2014	15	33,575	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Professional	Division Office (Admin Unit)
Engineer III	ENGR3-90010-2014	19	48,313	Bachelor's Degree in Engineering relevant to the job	8 hours relevant training	2 years relevant experience	RA 1080	Division Office (SGOD)
Senior Education Program Specialist	SREPS-90019-2014	19	48,313	Bachelor's Degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours relevant training	2 yrs. experience in education, research, development, implementation or other relevant experience	RA 1080/CS Prof	Division Office (SGOD)
Nurse I	NUR1-90216-2010	15	33,575	Bachelor of Science in Nursing	4 hours relevant training	1 year relevant experience	RA 1080 (Nurse Licensure Exam)	San Quintin NHS

- 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 on or before **November 12, 2021** 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.
- 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](mailto: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"> <li>Performance rating for the last 3 rating periods which should be at least Very Satisfactory (VS)</li> </ul>
D Experience	Updated Service Record/ Certificate of Employment
E Outstanding Accomplishments (Meritorious Accomplishments)	<ul style="list-style-type: none"> <li>Certificate of Recognition as Outstanding Employee</li> <li>Certificate of Recognition for any innovations Conducted</li> <li>Copy of Research and Development Projects</li> <li>Certificate of Recognition as to Publication/ Authorship</li> <li>Certificate of Recognition as Consultant/Resource Speaker in trainings or seminars</li> </ul>
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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