



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

RELEASED
 JAN 20 2022
 DEPED-ABRA 11M1
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January 18, 2022

DIVISION MEMORANDUM
 No. 011 s. 2022

SUBMISSION OF APPLICATION FOR VACANT POSITIONS IN SDO-ABRA

**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	Monthly Salary	Qualification standards			Eligibility	Place of Assignment
				Education	Training	Experience		
Public Schools District Supervisor	PSDS-90046-1998	22	68,415	Master's Degree in Education or other relevant Master's Degree	16 hours relevant training	5 years cumulative experience in instructional supervision and school management	TR./PBET/L ET/RA 1080	Division Wide
Public Schools District Supervisor	PSDS-90057-1997	22	68,415	Master's Degree in Education or other relevant Master's Degree	16 hours relevant training	5 years cumulative experience in instructional supervision and school management	TR./PBET/L ET/RA 1080	Division Wide
Head Teacher III	HTEACH3-90021-2009	16	36,628	BEED or its equivalent with 18 prof. educ. units	24 hrs. relevant training	HT for 2 years, TIC for 2 years, Tr. For 5 years	TR./PBET/L ET/RA 1080	Division Wide
Attorney III	ATY3-90013-2014	21	60,901	Bachelor of Laws	4 hours relevant training	1 year relevant experience	RA 1080 (BAR)	Division Office (OSDS)
Administrative Aide I (Utility Worker I)	ADA1-90020-2004	1	12,034	High School Graduate	None Required	None Required	Not Applicable	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 on or before **JANUARY 28, 2022** 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



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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. DAPTACA EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

Handwritten initials: Y and TS

OSDS/personnel/GBC/LSC



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