



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

**RELEASED**  
 MAR 01 2022  
 DEPED-ABRA TIME 15:44

February 28, 2022

DIVISION MEMORANDUM  
 No. 047 s. 2022

**SUBMISSION OF APPLICATION FOR VARIOUS POSITIONS**

**To: Public Schools District Supervisors  
 Public Elementary/Secondary School Heads/Principals  
 All Interested and Qualified Applicants**

1. 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		
Education Program Specialist	EPS2-90015-2014	16	38,150	Bachelor's Degree in Education or is equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080/Career Service (Professional) appropriate eligibility for Second Level Position	Division Office (SGOD)
Administrative Officer II	ADOF2-90009-2019	11	25,439	Bachelor's Degree	Preferred Qualification: 4 hours relevant training	Preferred Qualification: 1 year relevant experience in personnel administration	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Division Office (Personnel Section)
Administrative Assistant III	ADAS3-90083-2018	9	20,340	Completion of 2 years in college Preferably: BSBA major in Accounting or Completion of 2 years studies in BSAC or Commerce; or Completion of 2 years in College with at least nine (9) units in accounting	4 hrs. relevant training in Accounting; and 4 hrs. training on the use of computers and spreadsheet software (e.g. Microsoft excel)	1 year relevant experience in accounting activities and tasks	Career Service Sub. Professional (1st Level Eligibility)	Division Office (Budget Section)
Administrative Aide I (Utility Worker I)	ADA1-90037-2004	1	12,517	Must be able to read and write	None Required	None Required	Not Applicable	Elementary (Lagangilang CS)
Administrative Aide I (Utility Worker I)	ADA1-90020-2004	1	12,517	Must be able to read and write	None Required	None Required	Not Applicable	Elementary (Sinalang ES)

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 on or before **March 8, 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.



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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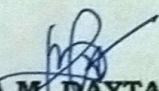


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3. The following **required documents should be placed in three (3) separate folders (1 original copy and 2 photocopies)** which should be properly arranged and labeled following the sequence as hereunder presented as follows:

	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"> <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	

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.

  
**BENILDA M. DAYTACA EdD, CESO VI**  
 Schools Division Superintendent

OSDS/personnel/GBC/LC



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