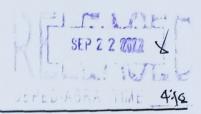


Republic of the Philippines

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OF ABRA



September 22, 2022

DIVISION MEMORANDUM No. _209_ s. 2022

SUBMISSION OF APPLICATION FOR VARIOUS POSITIONS

To: Public Schools District Supervisors
Public Elementary/Secondary School Heads
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.

			Qualification standards						
Position	Plantilla Item No.	SG	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
Head Teacher II	HTEACH 2-90015- 1998	15	35,097	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	Head Teacher for 1 year; or Teacher-In- Charge for 1 year; or Teacher for 4 years	TR./PBET/ LET/RA 1080	Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Elementary
Head Teacher VI	OSEC- DECSB- HTEACH 6-90004- 2010	19	49,835	BSED or its equivalent with 18 Prof. Educ. Units	24 hours of relevant training	Head Teacher for 5 years or Master Teacher for 4 years	TR./PBET/ LET/RA 1080		Abra High School
Head Teacher VI	OSEC- DECSB- HTEACH 6-90014- 2008	19	49,835	BSED or its equivalent with 18 Prof. Educ. Units	24 hours of relevant training	Head Teacher for 5 years or Master Teacher for 4 years	TR./PBET/ LET/RA 1080		Abra High School
Administ rative Assistan t III	ADAS3- 90038- 1998	9	20,402	Completion of 2 years in college Preferably: Bachelor's Degree in Business Administrati on, Major in Accounting; or Completion	4 hours relevant training in Accounting ; and 4 hours training on the use of	1 year relevant experience in	CS Sub Prof (First Level Eligibility)	Accounting Services	D.O. Based (Finance Section)



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

Telephone Nos.: (074) 614-6918 Email Address: abra@deped.gov.ph Website: http://www.depedabra.com







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Cordillera Administrative Region SCHOOLS DIVISION OF ABRA

SCHOOLS DIVISION OF ABRA									
(Senior				of 2 year	computer	accounting			
Bookkee				studies in	and	activities/ta			
per)				Bachelor's	spreadshee	sks			
				Degree in	t software				
				Accountanc	(e.g.				
				y or	Microsoft				
				Commerce;	excel)				
				or					
				Completion					
				of 2 years in					
				College with					
				at least nine					
				(9) units in					
		-		accounting.					
					4 hours				
					relevant				
				Completion	training to				
				of 2 years in	the				
				college	position			Communicati	
Administ	ADAS3-	9	20,402	Preferably: 2	(Office	1 year	CS Sub	ons/Docume	D.O. Based
rative	90101-			years college	manageme	relevant	Prof (First	nts; Guest	(SDS Office)
Assistan	2014			or 2 years	nt skills,	experience	Level	Reception;	
t III				vocational	computer		Eligibility	Records/File	
(Secretar				course	skills)			s; Personnel	
y II)				(secretarial)	Preferably:			Matters;	
				preferably	Basic			Technical	
				Bachelor's	Knowledge			Administrati	
				Degree in a	in			ve Support	
				related	Computer				
				course	Operations				
					such as				
					Microsoft				
					Office				
							Career	Benefits	
							Service	Administrati	
Administ	ADOF2-	11	25,439	Bachelor's	None	None	Profession	on;	D.O. Based
rative	90001-			Degree	Required	Required	al (2 nd	Personnel	(Senior High
Officer II	2016						Level	Administrati	School)
							Eligibility)	on	

- 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 **September 30, 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.
- 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					
В	Updated Personal Data Sheet					
С	Performance Rating	Performance rating for the last 3 rating periods which should be at least Very Satisfactory (VS)				
D	Experience	Updated Service Record/ Certificate of Employment				



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	50	TOOLS DIVISION OF MARKE
Е	Outstanding Accomplishments (Meritorious Accomplishments)	 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.
Н	Eligibility	Certificate of Eligibility/rating/license
I	Others	

- For inquiries or clarifications, please feel free to contact Ms. Gemma B. Cabutaje, 4. HRMO at 0965-516-9360.
- 5. Immediate dissemination of this memorandum is desired.

BENILDA M DAYTACA EdD, CESO V

Schools Division Superintendent

GMPTon/OSDS/ASU/PER



