



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

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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**

- 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					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
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
Administrative Assistant III	ADAS3-90038-1998	9	20,402	Completion of 2 years in college Preferably: Bachelor's Degree in Business Administration, 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
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(Senior Bookkeeper)				of 2 year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years in College with at least nine (9) units in accounting.	computer and spreadsheet software (e.g. Microsoft excel)	accounting activities/tasks			
Administrative Assistant III (Secretary II)	ADAS3-90101-2014	9	20,402	Completion of 2 years in college Preferably: 2 years college or 2 years vocational course (secretarial) preferably Bachelor's Degree in a related course	4 hours relevant training to the position (Office management skills, computer skills) Preferably: Basic Knowledge in Computer Operations such as Microsoft Office	1 year relevant experience	CS Sub Prof (First Level Eligibility)	Communications/Documents; Guest Reception; Records/Files; Personnel Matters; Technical Administrative Support	D.O. Based (SDS Office)
Administrative Officer II	ADOF2-90001-2016	11	25,439	Bachelor's Degree	None Required	None Required	Career Service Professional (2 nd Level Eligibility)	Benefits Administration; Personnel Administration	D.O. Based (Senior High School)

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	
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



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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	

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 V
Schools Division Superintendent

GMPTon/OSDS/ASU/PER



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