



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

RECEIVED  
 OCT 27 2022  
 DEPED-ABRA TIME

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
 No. 298 s.2022

October 27, 2022

**SUBMISSION OF APPLICATION FOR ADMINISTRATIVE OFFICER II**

**To: Public Schools District Supervisors  
 Elementary 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:

**One Hundred Four (104) Administrative Officer II (AO II) - SG 11**

2. The minimum qualification standards are as follows:

Vacancy	Education	Training	Experience	Eligibility
Administrative Officer II	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional (Second Level Eligibility)

**Duties and Functions**

**Personnel Administration**

- a. Recruitment and Selection
- b. Personnel Records
- c. Compensation and Benefits
- d. Other HR related functions

**Property Custodian**

- a. Facilitate procurement of supplies & etc. of the school based on approved SIP/AIP or as directed by the school head
- b. Ensure that supplies & etc. and other learning resources materials are stored properly in a secured facility
- c. Issue supplies & other learning resource materials to requesting teaching and non-teaching personnel of the school.
- d. Prepare and submit reports on all property accountability of the school

**General Administrative Support**

- a. Assist the school head in the preparation of School Form 7 loading of teachers
- b. Assist the School Planning Team in the preparation of SIP/AIP



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
 Telephone No.: (074)614-6918  
 Email Address: abra@deped.gov.ph  
 Website: <http://www.depedabra.com>





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

**Office of the Schools Division Superintendent**

- c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
- d. Perform other functions as may be assigned by the immediate supervisor

**Financial Management**

- a. Assist the School Head on the preparation of the following documents such as but not limited to:
  - Cash disbursement register
  - Authority to debit/credit account
  - Liquidation reports including supporting documents
- b. For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.
- c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary.
- d. Provide assistance to other financial-related task of the School Head.
- e. Perform other functions as may be assigned by the School Head.

3. 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 4, 2022** at the DepEd Schools Division Office of Abra or to preferred schools and to be received at the records section (See Enclosure 1 for List of Schools/Place of Assignment). All applicants received beyond **November 4, 2022** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	TIMELINE
a. Filing and submission of application documents to the different schools or <i>Schools Division Office</i>	Applicants School Selection Committee/SDO-Records Section	October 29-November 4, 2022
b. Initial assessment of application documents	Personnel Section	November 7-18, 2022
c. Posting of Selection Line-up	School/Personnel Section	November 19-December 3, 2022 (15 calendar days)
d. Conduct of Interview of applicants	HRMPSB School Head	December 5-21, 2022
e. Finalization of Comparative Assessment Form	HRMPSB Secretariat	December 22, 2022



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
 Telephone No.: (074)614-6918  
 Email Address: abra@deped.gov.ph  
 Website: <http://www.depedabra.com>



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



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

**Office of the Schools Division Superintendent**

f. Signing of Assessment Result by the HRMPSB	HRMPSB	December 23, 2022
g. Submission of CAF to the Appointing Authority	ASDS SDS	December 23, 2022
h. Posting of results of final assessment	HRMO	December 23-30, 2022

4. 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 and indicating the school/s where they prefer to be assigned in case they will be appointed	
B	Updated Personal Data Sheet	
C	Performance Rating	➤ Performance rating for the last 3 rating periods which should be at least <i>Very Satisfactory (VS)</i>
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/Seminars</li> </ul>
F	Education	➤ Official Transcript of Records (OTR)
G	Training	➤ Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc.
H	Others	



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
 Telephone No.: (074)614-6918  
 Email Address: abra@deped.gov.ph  
 Website: <http://www.depedabra.com>



*"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."*



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

Office of the Schools Division Superintendent

**Enclosure 1**

List of Schools/Place of Assignment

1. Bangued West CS	36. Binasaran ES	71. Sulbec PS
2. Bacsil ES	37. Caoayan PS	72. Cal-lao ES
3. Cosili ES	38. Caridad Azares ES	73. Dalit ES
4. Macarcarmay ES	39. Cayapa ES	74. Dintan ES
5. Sinapangan ES	40. Dalaguisen ES	75. Ocup PS
6. Patucannay ES	41. Dulao ES	76. Pang-ot ES
7. Sagap ES	42. Lagben PS	77. Callaban PS
8. San Antonio ES	43. Lan-ag ES	78. Daguiooman CS
9. Abang ES	44. Nalbuan ES	79. Daldalao ES
10. Bangbangcag PS	45. Pacoc ES	80. Dumagas ES
11. Bangcagan PS	46. Paganao ES	81. Lam-soan PS
12. Calao ES	47. Talipugo ES	82. Naguillan ES
13. Dugong ES	48. Taripan ES	83. Alimosgan ES
14. Liagan PS	49. Agumanay ES	84. Anayan ES
15. Pagala East PS	50. Alangtin ES	85. Apao PS
16. Patoc ES	51. Amtuagan ES	86. Baybayatin PS
17. Quimloong ES	52. Barit ES	87. Collago ES
18. San Jose ES	53. Caocaoayan PS	88. Laba PS
19. Sto. Tomas Barrio ES	54. Dacuag PS	89. Lukgay PS
20. Bagalay ES	55. Gayaman ES	90. Quidaoen ES
21. Cardona ES	56. Likowan PS	91. Sabangan ES
22. Don Marcos Rosales ES	57. Pacpaca ES	92. Supuil ES
23. Don Rosalio Eduarte ES	58. Sabnangan ES	93. Tapayen ES
24. Mudiit ES	59. Supo ES	94. Modesto-Luz De Fiesta PS
25. Pacac ES	60. Tillilo PS	95. Libtec ES
26. Velasco ES	61. Tubtuba ES	96. Willy Castillo PS
27. Benben ES	62. Wayangan ES	97. Cosili West PS
28. Bulbulala ES	63. Dalimag ES	98. Sta. Rosa PS
29. Gonggonot ES	64. Dumayco PS	99. Pangtud PS
30. Isit ES	65. Maoay PS	100. Pantoc ES
31. Liguís ES	66. Olo ES	101. Presentar PS
32. Manganip ES	67. San Marcial ES	102. Banay PS
33. Pidipid ES	68. Turod ES	103. Tattawa PS
34. Toon ES	69. Arab ES	104. Casakgudan PS
35. Bacag ES	70. Palang PS	



**Address:** Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
**Telephone No.:** (074)614-8918  
**Email Address:** abra@deped.gov.ph  
**Website:** <http://www.depedabra.com>



*"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."*



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

Office of the Schools Division Superintendent

**Enclosure 2**

Schedule and Venue of Interview for Administrative Officer II

DISTRICT	VENUE	RESPONSIBLE	TIMELINE
BANGUED AND LADALAGA (La Paz, Danglas, Lagayan)	BWCS Gymnasium	HRMPSB School Head	December 5-7, 2022
PEPILAQUIN (Penarrubia, Pidigan, Langiden, Noand San Quintin)	BWCS Gymnasium	HRMPSB School Head	December 9 & 12, 2022
PISANVIL (Pilar, San Isidro and Villaviciosa)	BWCS Gymnasium	HRMPSB School Head	December 13-14, 2022
LALABALICMA (Lagangilang, Lacub, Baay-Licuan and Malibcong)	Lagangilang CS	HRMPSB School Head	December 15, 2022
SANTILA (San Juan, Tingeg and some parts of Lagayan)	San Juan CS	HRMPSB School Head	December 16, 2022
DOLORES AND TAYUM	BWCS Gymnasium	HRMPSB School Head	December 19, 2022
BUCAY-MANABO, LUBA-TUBO	Manabo CS	HRMPSB School Head	December 20, 2022
BUDABOSA (Bucloc, Daguoman, Boliney and Sallapadan)	BWCS Gymnasium	HRMPSB School Head	December 21, 2022



**Address:** Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
**Telephone No.:** (074)614-8918  
**Email Address:** abra@deped.gov.ph  
**Website:** <http://www.depedabra.com>



*"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."*



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

**Office of the Schools Division Superintendent**

5. Schedule of interview and written examination of qualified applicants please refer to Enclosure 2 of this memorandum. School Heads are required to join the HRMPSB during the interview.
6. For inquiries or clarifications, you may contact **Ms. Gemma B. Cabutaje, HRMO** at **0965-516-9360** at DepEd Division Office.
7. Immediate dissemination of this memorandum is desired.

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

PTD

Enclosure 1 & 2  
JHPascua-OSDS-ADMIN



**Address:** Actividad-Economia St. Zone 2 (Consiliman), Bangued, Abra  
**Telephone No.:** (074)614-6918  
**Email Address:** abra@deped.gov.ph  
**Website:** <http://www.depedabra.com>

**SILNAG**

*"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment"*