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ABRA TIME 1:17

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

November 28, 2022

DIVISION MEMORANDUM  
No. 336 s. 2022

**SUBMISSION OF APPLICATION FOR CHIEF EDUCATION SUPERVISOR**

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 position.

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards					Place of Assignment
				Education,	Training	Experience	Eligibility	Competency (if applicable)	
Chief Education Supervisor	CES 90014-2014	24	88,410	Master's Degree in Education or other relevant Master's Degree	24 hours of training in management and supervision	4 years of relevant experience in management and supervision	TR./PBET/LET/RA 1080	Policies and Programs; Partners and Donors; School Compliance to Quality Standards (Public and Private); Research and Development; Technical Assistance; Unit Performance	SDO (School Governance and Operations Division - Office of the Division Chief)

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 **December 1, 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	• Performance rating for the last 3 rating periods which should be at least Very Satisfactory (VS)
D Experience	Updated Service Record/ Certificate of Employment



Address: Adividad-Economia St., Zone 2 (Consilman), Bangued, Abra  
Telephone Nos.: (074) 614-6918  
Email Address: abra@deped.gov.ph  
Website: http://www.depedabra.com



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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 contact Ms. Gemma B. Cabutaje, HRMO at 0965-516-9360.
5. Immediate dissemination of this memorandum is desired.

**BENILDA M. DAL YACA EdD, CESO V**  
 Schools Division Superintendent

GMPTon/ OSDS/ ASU/ PER



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S. N. B.

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