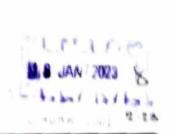


Department of Coucation

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM January 17, 2023

No. 020 s.2023

SUBMISSION OF APPLICATION FOR VARIOUS POSITIONS

To: Public Schools District Supervisors

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:

ADMINISTRATIVE ASSISTANT II (CLERK III)- 10 ITEMS REGISTRAR I-1 ITEM

The minimum qualification standards are as follows:

Position	Plantilla Item No.	No	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Administrative Assistant II (Clerk III)	OSEC- DECSB ADAS2- 90035- 2016	8	19744	Completion of 2 years to college	# hrs. relevant training	t yr relevant experience	CS Sub. Prof.	Clerical Support, Property Custodian	Senior High School- Abra High School
Administrative Assistant II (Clerk III)	OSEC- DECSB ADAS2- 90036- 2016	8	19744	Completion of 2 years in college	4 hrs. relevant training	1 yz relevant experience	CS Sub. Prof.	Clerical Support, Property Custodian	Senior High School- Pulot National High School
Administrative Assistant II (Clerk III)	OSEC DECSB ADAS2- 90028- 2016	8	19744	Completion of 2 years in college	4 hrs. retevant training	f yr relevant experience	CS Sue. Prof.	Clerical Support, Property Custodian	Senior High School- San Isidro National High School
Administrative Assistant II (Clerk III)	OSEC- DECSB ADAS2-	8	19744	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Clerical Support, Property Custodian	Senior High School- Langiden



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

Telephone No.: (074)614-6918 Email Address: abra@deped.gov.ph Website: http://www.depedabra.com

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Registrar I	OSEC- DECSB- R1- 90002- 2016	11	27000	BACHELOFTS DEGMER	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONA L (2ND LEVEL ELXIMBLITY)	Office Management; Learning Improvement; Planning Frame Systems and Plans, Basic Education Information System; Maintenance and Report Generation; Extension Services; Technical Assistance	Division Office
Administrative Assistant II Clerk III)	08EC- DECSB- ADAS2- 90034- 2016		19744	Completion of 2 years in college	4 hrs. relevant training	1 yr relevant experience	CS Sub. Prof.	Clerical Support, Property Custodian	Senior High School- Basy National High School
Administrative Assistant II (Clerk III)	OSEC- DECSB- ADAS2- 90027- 2016	٠	19744	Completion of 2 years to college	4 hrs. reservant training	1 ye. rakevant aspertence	CS Sub. Prof.	Clerical Support, Property Custodian	Senior High School- Tineg National High School
Administrative Assistant II (Clerk III)	OSEC- DECSB- ADAS2- 90045- 2018	B	19744	Composition of 2 years in codings	4 hrs. reteriord training	1 ye refevant experience	CB Sub. Prof.	Clerical Support, Property Custodian	Senior High School- Cayape National High School
Administrative Assistant II (Clerk III)	OSEC- DECSB- ADAS2- 90038- 2018		19744	Completion of 2 years in college	4 hrs. reservant training) yr refevant experience	CS Sub Prof	Clerical Support, Property Custodian	Senior High School- Pangtod National High School
Administrative Assistant II (Clerk III)	08EC- DECSB- ADAS2- 90044- 3016	*	19744	Completion of 2 years in college	4 hrs. relevant training	l ye referoant experience	CS Sub. Prof.	Clerical Support, Property Custodian	Senior High School- Datt National High School
Administrative Associant II (Clark III)	OSEC- DECSB. ADASD- 90041- 2016	8	19744	Congulation of 2 years in college	4 hrs. relevant training	f yn relevant experience	CB Burk, Prof.	Clerical Support, Property Custodian	Senior High School- Boliney National High School
	90023 2016								National High School



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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 January 24, 2023 at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applicants received beyond January 24, 2023 will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	TIMELINE
 Filing and submission of application 	Applicants SDO-Records Section	January 9, 2023 January 24, 2023
 Initial assessment of application documents 	Personnel Section/HRMO	Maximum of 10 working days
 Posting of Selection Line- up 	Personnel Section	15 calendar days
d. Conduct of Interview of applicants	HRMPSB	2 days
e. Finalization of Comparative Assessment Form	HRMPSB Secretariat	1 day
f. Signing of CAF by the HRMPSB	HRMPSB	1 day
g. Submission of CAF for Approval	ASDS	1 day
h. Approval of final CAF	SDS	1 day

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/s and preferred school to apply					
В	Updated Personal Data Sheet					



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	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
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
E	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/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
1	Others	

- For inquiries or clarifications, please contact Ms. Gemma B. Cabutaje, HRMO at 0965-516-9360 at DepEd Division Office.
- Immediate dissemination of this memorandum is desired.

Schools Division Superintendent

MRBargas/OSDS/ASU



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