



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

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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**

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:

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

2. The minimum qualification standards are as follows:

Position	Plastilla Item No.	SG	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 in college	4 hrs. relevant training	1 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 yr. 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. relevant training	1 yr. relevant experience	CS Sub. 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-Economia 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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	90023-2016								National High School
Administrative Assistant II (Clerk III)	OSEC-DECSB-ADAS2-90041-2016	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-Boliney National High School
Administrative Assistant II (Clerk III)	OSEC-DECSB-ADAS2-90044-2016	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-Dalit National High School
Administrative Assistant II (Clerk III)	OSEC-DECSB-ADAS2-90038-2016	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-Panglod National High School
Administrative Assistant II (Clerk III)	OSEC-DECSB-ADAS2-90045-2016	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-Cayapa National High School
Administrative Assistant II (Clerk III)	OSEC-DECSB-ADAS2-90027-2016	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-Tineg National High School
Administrative Assistant II (Clerk III)	OSEC-DECSB-ADAS2-90034-2016	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-Baay National High School
Registrar I	OSEC-DECSB-R1-90002-2016	11	27000	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL (2ND LEVEL ELIGIBILITY)	Office Management, Learning Improvement, Planning, Frame Systems and Plans, Basic Education Information System, Maintenance and Report Generation, Extension Services, Technical Assistance	Division Office



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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
a. Filing and submission of application	Applicants SDO-Records Section	January 9, 2023 - January 24, 2023
b. Initial assessment of application documents	Personnel Section/HRMO	Maximum of 10 working days
c. 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	
B Updated Personal Data Sheet	



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	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
C	Performance Rating	➤ Performance rating for the last 3 rating periods which should be at least <u>Very Satisfactory (VS)</u>
D	Experience	Updated Service Record / Certificate of Employment
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/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	

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


BENILDA M. DATTACA E4D, CESO V
 Schools Division Superintendent

MRBargas/OSDS/ASU



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