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SCHOOLS DIVISION OFFICE OF ABRA

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 021 s.2023

January 17, 2023

SUBMISSION OF APPLICATION FOR VARIOUS POSITIONS

**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:

- EDUCATION PROGRAM SPECIALIST II (HUMAN RESOURCE DEVELOPMENT)**
- EDUCATION PROGRAM SPECIALIST II (SOCIAL MOBILIZATION AND NETWORKING)**
- ADMINISTRATIVE AIDE I (UTILITY WORKER I) - 2 ITEMS**

2. The minimum qualification standards are as follows:

Position	Planilla Item No.	SG	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Education Program Specialist II	EPS2-90014-2014	16	38150	Bachelor's Degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080/ Career Service (Professional) appropriate eligibility for Second Level Position	HRD Strategic Plans and policies, Professional and Career Development HR Development Interventions Scholarship and Professional Program Coordination Training and Development Records; Succession and Exit Welfare	Division Office (School Governance Division-Human Resource Development)



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone No.: (074)614-6918
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Education Program Specialist II	EPS2-90015-2014	16	38150	Bachelor's Degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080/Career Service (Professional) appropriate eligibility for Second Level Position	Resourcing, Sustained Partnership, Research and Development, Technical Assistance	Division Office (School Governance Division-School Mobilization and Networking)
Administrative Aide I (Utility Worker I)	ADA1-90037-2004	1	12034	Must be able to read and write	None Required	None Required	None Required	Not Applicable	Elementary
Administrative Aide I (Utility Worker I)	ADA1-90020-2004	1	12034	Must be able to read and write	None Required	None Required	None Required	Not Applicable	Elementary

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



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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	
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
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	



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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. DAYTACA EdD, CESO V
Schools Division Superintendent

FBPanelo/OSDS/ASU/PER



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