



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

**RELEASED**  
 FEB 13 2023  
 DEPED-ABRA TIME 9:51

February 9, 2023

DIVISION MEMORANDUM  
 No. 056, s. 2023

**SUBMISSION OF APPLICATION FOR VARIOUS POSITIONS**

**To: Public Schools District Supervisors  
 Public Elementary and 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:

- HEAD TEACHER I (DIVISION WIDE) - 1 ITEM**
- HEAD TEACHER II (DIVISION WIDE) - 1 ITEM**
- HEAD TEACHER III (~~BANGUED DISTRICT~~) - 1 ITEM** *Division Wide*
- SCHOOL PRINCIPAL I (PILAR DISTRICT) - 1 ITEM**
- SCHOOL PRINCIPAL I (SAN QUINTIN DISTRICT) - 1 ITEM**
- SCHOOL PRINCIPAL I (TINEG DISTRICT) - 1 ITEM**

2. The minimum qualification standards are as follows:

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Head Teacher I	HTEACH 1-90055-2011	14	33,843.00	BEED or its equivalent with 18 Prof. Educ. Units	24 hours of relevant training	Teacher-In-Charge for 1 year or Teacher for 3 years	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment; Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Division Wide



**Address:** Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
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Head Teacher II	HTEACH 2-90003-1998	15	36,619.00	BEED or its equivalent with 18 Prof. Educ. Units	24 hours of relevant training	Head Teacher for 1 year or Teacher-In-Charge for 1 year or Teacher for 4 years	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment; Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Division Wide
Head Teacher III	HTEACH 3-90019-2008	16	39,672.00	BEED or its equivalent with 18 Prof. Educ. Units	24 hours of relevant training	Head Teacher for 2 years or Teacher-In-Charge for 2 years or Teacher for 5 years	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment; Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Bangued District
School Principal I	SP1-90210-2010	19	51,357.00	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year or Teacher-In-Charge for 2 years or Master Teacher for 2 years or Teacher for 5 years	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment; Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Pilar District



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School Principal I	SP1-90187-2010	19	51,357.00	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year or Teacher-In-Charge for 2 years or Master Teacher for 2 years or Teacher for 5 years	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment; Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	San Quintin District
School Principal I	SP1-90216-2010	19	51,357.00	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year or Teacher-In-Charge for 2 years or Master Teacher for 2 years or Teacher for 5 years	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment; Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Tineg District

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 February 22, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the Records Section. All applications received beyond **February 22, 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	February 9, 2023 – February 22, 2023
b. Initial assessment of application documents	Personnel Section/HRMO	10 working days



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c. Posting of Selection Line-up	Personnel Section	15 calendar days
d. Conduct of Interview of applicants	HRMPSB	1 day
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:

	<b>DOCUMENTS/CRITERIA</b>	<b>MEANS OF VERIFICATION/REQUIRED DOCUMENTS</b>
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"> <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	Eligibility	➤ Certificate of Eligibility/Rating/License
I	Others	



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5. For inquiries or clarifications, please contact **Ms. Gemma B. Cabutaje**, Personnel Officer 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

OSDS/ASU/PER/GBC/SBB/DM- Submission of Application for Various Positions



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