



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
 No. 062 s.2023

February 13, 2023

**SUBMISSION OF APPLICATION FOR EDUCATION PROGRAM SPECIALIST II
 (SOCIAL MOBILIZATION AND NETWORKING)**

**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 (SOCIAL MOBILIZATION AND NETWORKING)

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)	
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)

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 21, 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 21, 2023** will not be accepted. Please be guided by the following timeline:



Address: Actividad-Economia St., Zone 2 (Consilliman), Bangued, Abra
Telephone No.: (074)614-6918
Email Address: abra@deped.gov.ph
Website: http://www.depedabra.com



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ACTIVITY	RESPONSIBLE	TIMELINE
a. Filing and submission of application	Applicants SDO-Records Section	February 13, 2023 – February 21, 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	
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)	➤ Certificate of Recognition as Outstanding Employee ➤ Certificate of Recognition for any Innovations conducted ➤ Copy of Research and Development Projects



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	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
		<ul style="list-style-type: none">➤ 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. DAYTACA EdD, CESO V
Schools Division Superintendent



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