



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

**RELEASED**  
 FEB 23 2023  
 SPED-ABRA TIME 1:40

DATE: February 23, 2023

DIVISION MEMORANDUM  
 No. 068 s.2023

**SUBMISSION OF APPLICATION DOCUMENTS FOR THE POSITIONS OF HEAD  
 TEACHER III AND HEAD TEACHER VI**

**To: The Human Resource Merit promotion and Selection Board (HRMPSB)  
 Education Program Supervisors  
 Public Schools District Supervisor  
 Secondary School Heads/Principals  
 All Interested and Qualified Applicants  
 All Others Concerned**

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 III – Abra High School  
 HEAD TEACHER VI – Abra High School**

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 III	OSEC-DECSEB-HTEAC H3-90014-2002	16	39,672	Bachelor's Degree in Secondary Education, or Bachelor's Degree with 18 Professional Education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 2 years or Teacher for 5 years	TR/PBET/RA 1080	Instructional Supervision; Learning Environment; Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Abra High School
Head Teacher VI	OSEC-DECSEB-HTEAC H6-	19	51,357	Bachelor's Degree in Secondary Education or	24 hours of relevant training	Head Teacher for 5 years or	TR/PBET/RA 1080	Instructional Supervision; Learning Environment;	Abra High School



**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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	90003-2010			its equivalent with 18 Professional Education units with appropriate field of specialization		Master Teacher for 4 years		Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	
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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 March 6, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **March 6, 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 24, 2023 – March 6, 2023
b. Initial assessment of application documents	Personnel Section/HRMO	10 working days
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:



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	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 <u>Very Satisfactory (VS)</u>
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	

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

MRBargas/OSDS/ASU



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