



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

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DATE: March 13, 2023

DIVISION MEMORANDUM
 No. 090 s.2023

**SUBMISSION OF APPLICATION DOCUMENTS FOR THE POSITIONS OF
 SCHOOL PRINCIPAL I, HEAD TEACHER III AND ADMINISTRATIVE AIDE I
 (UTILITY WORKER I)**

**To: The Human Resource Merit promotion and Selection Board (HRMPSB)
 Education Program Supervisors
 Public Schools District Supervisor
 Secondary School Heads/Principals
 Elementary 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:

- SCHOOL PRINCIPAL I – 1 ITEM**
- HEAD TEACHER III – 1 ITEM**
- ADMINISTRATIVE AIDE I (UTILITY WORKER I) – 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)	
School Principal I	OSEC-DECSB-SP1-90222-2010	19	51,357	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours trainings	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	Bangued District



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								and Operations	
Head Teacher III	OSEC-DECSB-HTEACH3-90194-1998	16	39,672	BEED or its equivalent with 18 Professional Education units	24 hours of relevant training	Head Teacher for 2 years; or Teacher-in-Charge for 2 years; or Teacher for 5 years	TR/PT/ET/LET/RA 1080	Instructional Supervision; Learning Environment; Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	San Juan District
Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-90057-2004	1	13,000	Must be able to read and write	None Required	None Required	None Required	Not Applicable	Daguoman CS-Daguoman 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 March 20, 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 20, 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	March 14, 2023 – March 20, 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



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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 <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. BAYTACA EdD, CESO V
Schools Division Superintendent

MRBargas/OSDS/ASU



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