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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 092 s.2023

March 20, 2023

SUBMISSION OF APPLICATION FOR ADMINISTRATIVE AIDE VI (DIVISION OFFICE)

**To: Public Schools District Supervisors
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:

ADMINISTRATIVE AIDE VI – 3 ITEMS

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)	
Administrative Aide VI	ADA6-90017-2004	6	17553	Completion of 2 years in College	None Required	None Required	CS Sub. Prof.	Recruitment, Selection, and Documentation; Personnel Actions; Salary Administration and Personnel Records; Benefits Administration; Personnel Information System	Division Office (Personnel Section)
Administrative Aide VI	ADA6-90018-2004	6	17553	Completion of 2 years in College	None Required	None Required	CS Sub. Prof.	Record Management, Administrative Support; Secretariat/Frontline	Division Office (ASDS Office)
Administrative Aide VI	ADA6-90021-2014	6	17553	Completion of 2 years in College	None Required	None Required	CS Sub. Prof.	Record Management; Administrative Support; Secretariat/Frontline	Division Office (AO V Office)



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone No.: (074)614-6918
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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 27, 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 27, 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 07, 2023 – March 27, 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 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



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	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
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	<ul style="list-style-type: none">➤ Official Transcript of Records (OTR)
G	Training	<ul style="list-style-type: none">➤ Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc.
H	Eligibility	<ul style="list-style-type: none">➤ 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

FBPanelo/OSDS/ASU/PER



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