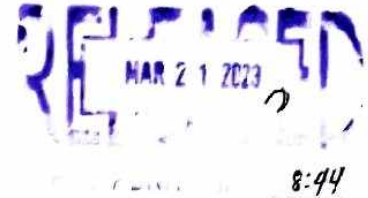




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**



**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
 No. 093 s.2023

March 20, 2023

**SUBMISSION OF APPLICATION FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II), ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), HEAD TEACHER I & II AND MASTER TEACHER I**

**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 ASSISTANT II (DISBURSING OFFICER II) – 14 ITEMS**
- ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) – 10 ITEMS**
- HEAD TEACHER II – 1 ITEM**
- HEAD TEACHER I – 1 ITEM**
- MASTER TEACHER 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)	
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90067-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Cayapa NHS



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Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90064-2017	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Langiden NHS
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90060-2017	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Rosalio Eduarte NHS
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90065-2017	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	San Isidro NHS



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Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90066-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Baay NHS
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90063-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Dilong NHS
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90030-2014	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O Based



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**Office of the Schools Division Superintendent**

Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90039-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Gapang ES-Pilar
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90044-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Baoyan ES-Bolney District
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90047-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Lusuac ES-Penarrubia District



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Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90055-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Padangitan ES-Danglas
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90051-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Pulot ES-Lagayan District
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90056-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Nagtipulan ES-Lagangilang District



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Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90061-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree In Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Capitan NHS-Daguioyman
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90031-2017	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Baay NHS
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90030-2017	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Gaddani NHS



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90033-2017	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Dugong NHTS
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90011-2014	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Cabanuyan ES-Daguoman District
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90019-2017	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheet	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Lacub CS-Lacub District



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				Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	s (Microsoft Excel)				
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90021-2017	9	21211	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Malibcong CS- Malibcong District
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90024-2017	9	21211	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Bangilo ES- Malibcong District
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90028-2017	9	21211	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Lingey ES- Bucloc District



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				college with at least (9) units in accountancy.					
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90029-2017	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Caganayan ES-Tineg District
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90010-2014	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Dilong ES-Tubo District
Head Teacher II	HTEAC H2-90023-2007	15	36619	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for 1 year, TIC for 1 year, Teacher for 4 years	TR./PBE T/LET/R A 1080	Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Tayum District



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Head Teacher I	HTEAC H1-90058-2011	14	33843	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant training	Teacher-In-Charge for 1 year or Teacher for 3 years	TR./PBE T/LET/R A 1080	Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Lacub District
Master Teacher I	MTCH R1-90402-1998	18	46725	BEED or Bachelor's Degree with 18 prof. units in education and 18 units MA in Education or its equivalent	None Required	3 years relevant experience	TR./PBE T/LET/R A 1080	Teaching Learning Process; Pupils Outcome; Community Involvement; Profession Growth and Development	Baay-Licuan 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 29, 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 29, 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 29, 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



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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 <b>Very Satisfactory (VS)</b>
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, 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*

*FTH*

*FBParelo/OSDS/ASU/PER*



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