



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

April 18, 2023

DIVISION MEMORANDUM
 No. 148 s.2023

SUBMISSION OF APPLICATION FOR THE POSITIONS OF SCHOOL PRINCIPAL II, HEAD TEACHER VI, HEAD TEACHER III AND HEAD TEACHER I

**To: The Human Resource Merit Promotion and Selection Board (HRMPSB)
 Education Program Supervisors
 Public Schools District Supervisors
 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 II - CAYAPA NHS**
- HEAD TEACHER VI - ABRA HIGH SCHOOL**
- HEAD TEACHER III - ABRA HIGH SCHOOL (VALUES EDUCATION)**
- HEAD TEACHER III - DIVISION WIDE (2 ITEMS)**
- HEAD TEACHER I - QUIDAOEN NHS**

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 II	SP2-90001-2021	20	57347	BSED or Bachelor's Degree with 15 Prof. Educ. Units plus 6 units of Management	40 hours of relevant training	1 year as Principal	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment; Human Resource Management and Development; Parent's Involvement and Community Partnership; School Leadership, Management	Cayapa NHS



Address: Actividad-Economia St., Zone 2 (Consilliman), Bangued, Abra
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Head Teacher VI	HTEACH 6-90003-2010	19	51357	BSED or Bachelor's Degree with 18 professional education units, with appropriate field of specialization	24 hours of relevant training	HT for 5 yrs or MT for 4 yrs	TR./PBET/LET/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 III	HTEACH 3-90014-2002	16	39672	BSED or Bachelor's Degree with 18 professional education units, with appropriate field of specialization	24 hours of relevant training	HT for 2 yrs. or Tr. for 5 yrs	TR./PBET/LET/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 III	HTEACH 3-90002-1998	16	39672	BEED or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for 2 yrs, TIC for 2 yrs, or Tr. for 5 yrs	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management	Division Wide



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Head Teacher III	HTEACH 3-90017-2008	16	39672	BEED or Bachelor's Degree with 18 professional education units	24 hours of relevant training	HT for 2 yrs, TIC for 2 yrs, or Tr. for 5 yrs	TR./PBET/LET/RA 1080	and Operations Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Division Wide
Head Teacher I	HTEACH 1-90007-2016	14	33843	BSED or Bachelor's Degree with 18 professional education units	24 hours of relevant training	TIC for 1 year, or Teacher for 3 years	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Quidaoen NHS

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 April 28, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **April 28, 2023** will not be accepted. Please be guided by the following timeline:



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[Handwritten Signature]



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ACTIVITY	RESPONSIBLE	TIMELINE
a. Filing and submission of application	Applicants SDO-Records Section	April 18, 2023 – April 28, 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:

	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



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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.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

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FBPanelo/OSDS/ASU/PER



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