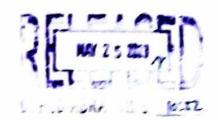


Republic of the Philippines

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



DATE: MAY 25, 2023

DIVISION MEMORANDUM No. 213 s.2023

SUBMISSION OF APPLICATION DOCUMENTS FOR THE POSITION OF HEAD TEACHER III OF TECHNOLOGY AND LIVELIHOOD EDUCATION- ABRA HIGH SCHOOL

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

 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 position:

HEAD TEACHER III - TLE (ABRA HS)

The minimum qualification standards are as follows:

| Position | Plantilla Item No. | 8G | Monthly Salary | | | Qualificati | ios standards | | Place of Assignment |
|--------------|---|----|-------------------|---|----------------------------------|---|----------------------|---|------------------------|
| | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| Head Teacher | OSEC- DECSB- HTEACH3 -90001- 2003 | 16 | 39672 | BSED or Bachelor's Degree with 18 professional education units, with appropriate field of specialization | 24 hours relevant training | Head Teacher for 2 years or Teacher for 5 years | TRIPPETILET IRA 1080 | Instructional Supervision, Learning Environment, Human Resourca Management, and Development, Parent's Involvement, and Community Partresship, School Leadership Management and Operations | ABRA HIGH SCHOOL |



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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 June 7, 2023 at the DepEd Schools Division Office of Abra through the HRMO and to be received at the Records Section. All applications received beyond June 7, 2023 will not be accepted. Please be guided by the following timeline:

| ACTIVITY | RESPONSIBLE | May 25, 2023 – June 7, 2023 10 working days | |
|--|-----------------------------------|---|--|
| a. Submission and Receipt of Application Documents | Applicants SDO-Records Section | | |
| Initial Evaluation of the Qualification of Applicants | Personnel Section/HRMO | | |
| c. Posting of Initial Evaluation Result | Personnel Section | 15 calendar days | |
| d. Conduct of Comparative Assessment of Applicants | HRMPSB | 1 day | |
| i. Finalization of Comparative Assessment Form | HRMPSB Secretariat | 1 day | |
| ii. Signing of CAF | HRMPSB | 1 day | |
| e. Submission of the duly signed Comparative Assessment Result to the Appointing Officer/Authority | ASDS | 1 day | |

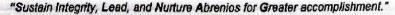
- 4. As stipulated in the new guidelines on recruitment, selection, and appointment under DepEd Order No. 007, s.2023, an applicant shall submit the following documentary requirements and should be properly arranged in one folder and labeled following the sequence as hereunder presented as follows: (Bring the original copy during the conduct of interview)
 - a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - f. Photocopy of Certificate/s of Training, if applicable;



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g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;

h. Photocopy of latest appointment, if applicable;

- i. Photocopy of the Performance Rating in the last rating period(s) covering one
 (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (*Annex C-D.O. 007*, s.2023), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.
- 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

FBPanelo/OSDS/ASU/PER



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