



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

RELEASED
 15 MAY 2024
 4.14

DATE: March 1, 2024

DIVISION MEMORANDUM

No. 106 s. 2024

**SUBMISSION OF APPLICATION DOCUMENTS FOR THE POSITIONS OF
 TEACHER II (SENIOR HIGH SCHOOL)**

**To: The Human Resource Merit promotion and Selection Board (HRMPSB)
 Education Program Supervisors
 Public Schools District Supervisor
 Secondary School Heads/Principals
 All Interested and Qualified Permanent Teacher I Applicants of
 Secondary Schools**

1. The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of applications of all interested and qualified **Permanent Teacher I applicants of Secondary Schools (Junior High School and Senior High School)** for the following positions:

TEACHER II (SHS) - 11 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)	
Teacher II	OSEC-DECSB-TCH2-90131-2017	12	29165	*Academic Track Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	LET/PBET /RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher II	OSEC-DECSB-TCH2-90117-2016	12	29165	*Academic Track Bachelor's degree with a major in the	None required	None required	LET/PBET /RA 1080	Teacher-Learning Process, Student Outcomes,	Senior High School



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				relevant strand/subject, or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject				Community Involvement & Professional Growth	
Teacher II	OSEC-DECSB-TCH2-90399-2017	12	29165	*Academic Track Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	LET/PDET /RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher II	OSEC-DECSB-TCH2-90401-2017	12	29165	*Academic Track Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	LET/PDET /RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher II	OSEC-DECSB-TCH2-90403-2017	12	29165	*Academic Track Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	LET/PDET /RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher II	OSEC-DECSB-TCH2-90405-2017	12	29165	*Academic Track Bachelor's degree with a major in the relevant	None required	None required	LET/PDET /RA 1080	Teacher-Learning Process, Student Outcomes, Community	Senior High School



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				strand/subject, or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject				Involvement & Professional Growth	
Teacher II	OSEC-DECSB-TCH2-90406-2017	12	29165	*Academic Track Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	LET/PBET/RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher II	OSEC-DECSB-TCH2-90121-2016	12	29165	*Academic Track Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	LET/PBET/RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher II	OSEC-DECSB-TCH2-90411-2017	12	29165	*TVL Track Bachelor's degree holder; or graduate of technical-vocational course (s) in the area of specialization	At least NC* II + TMC**1 *Appropriate to the specialization	None required	LET/PBET/RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher II	OSEC-DECSB-TCH2-90055-2019	12	29165	*TVL Track Bachelor's degree holder; or graduate of technical-vocational course (s) in the area of specialization	At least NC* II + TMC**1 *Appropriate to the specialization	None required	LET/PBET/RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School



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Teacher II	OSEC- DECSB TCH2- 90122- 2016	12	29165	*TVL Track Bachelor's degree holder; or graduate of technical- vocational course (s) in the area of specialization	At least NC** II + TMC** I *Appropriate to the specialization	None required	LET/PBET /RA 1080	Teacher- Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior 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 March 15, 2024** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **March 15, 2024** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE PERSON	TIMELINE
a. Submission and Receipt of Application Documents	Applicants SDO-Records Section	March 1, 2024 – March 15, 2024
b. Initial Evaluation of the Qualification of Applicants	Personnel Section/HRMO	10 working days
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 Form to the Appointing Officer/Authority	ASDS	1 day



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4. As stipulated in the guidelines on recruitment, selection, and appointment under DepEd Order No. 066 s. 2007, the applicant shall submit the following documentary requirements and should be placed in **two (2) separate folders** (1 original copy and 1 photocopy) 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)	➤ 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	



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5. To facilitate the process in evaluation and assessment of documents, the color of folders per track are as follows:

- a. HUMSS - **RED**
- b. ABM - **YELLOW**
- c. STEM - **BLUE**
- d. TVL - **GREEN**


6. Applicants should follow the format of the folder to better facilitate the process in evaluating and assessing of documents as follows:

FOLDER FORMAT

NAME Font Style: Eras Bold ITC Font Size: 40 Address and Contact No. Font Style: Century Gothic Font Size: 30 • JUAN B. DELA CRUZ Taft St., Zone 1, Bangued, Abra 0935-184-9321 Mathematics	<div>7 in.</div> <div>3 in.</div> <div>NAME (Old Applicant/ New Applicant/ Regular Teacher) Address Contact Nos. Major Contact No.: _____ Major: _____</div>	SURNAME, FIRST NAME MIDDLE INITIAL Font Style: Eras Bold ITC Font Size: 24 e. g.: DELA CRUZ, JUAN B.
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7. For inquiries or clarifications, please contact **Ms. Gemma B. Cabutaje**, HRMO at **0965-516-9360** at DepEd Division Office.

8. Immediate dissemination of this memorandum is desired.


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

MRBargas/OSDS/ASU



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