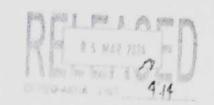


# Department of Education Cordillers Administrative Region

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



DATE: March 1, 2024

DIVISION MEMORANDUM No. 104 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

The minimum qualification standards are as follows:

Position	Plantilla Item No.	86	Monthly Salary		Qualification standards				Place of Assign ment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Teacher fl	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	feacher- Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher II	OSEC DECSB- TCH2- 90117- 2016	12	29165	"Academic Track Hachelor's degree with a major in the	None required	None required	LET/PBET /RA 1080	Teacher- learning Process, Student Outcomes,	Senior High School









Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra Telephone No.: (074)614-8918

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# Department of Education

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-		1		relevant				Community	
				strand/aubject, or any Bacheior's degree plus at least 6 units towards a Master's degree in relevant strand/subject				Involvement & Professional Growth	
Teacher II	OSEC- DECSB- TCH2 90399- 2017	12	29165	"Academic Track Elachelor'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	Nune required	None required	LET/PIRT /RA 1080	Teacher- Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher II	OSEC- DECSH- TCH2- 90401- 2017	12	29165	*Academic Track Bachelor's degree with a mapper in the relevant straid multipect, or any Bachelor's degree plus at least 0 units towards a Master's degree in relevant strand/subject	None required	None required	LET/PRET /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/F93ET /RA 1080	Teacher Learning Process, Student Outcomes, Community Involvement & Professional Growth	Servior High School
Teacher II	OSEC- DECSB- TCH2- 90405- 2017	12	29165	*Academic Track Bachelor's degre with a major in the relevant	None required	None required	LET/PHET /RA 1080	Teacher- Learning Process, Student Outcomes, Community	Senior High Schoo









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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	29163	*Academic Track flachelor's degree with a major in the relevant strand/subject, or any Bactelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	LET/PHET /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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Feacher II	OSEC DECSB TCH2- 90122- 2016	12	29165	"IVL Track Bachelor's degree holder; or graduate of technical- vocational course (s) in the aren of specialization	At least NC* II  * TMC**I  *Appropriate to the specialization	None required	LET/PBET /RA 1080	Teacher- Learning Process, Student Gutcomes, 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
<ul> <li>Initial Evaluation of the Qualification of Applicants</li> </ul>	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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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 t	the position/s and preferred school to apply
В	Updated Personal Data Sh	cet
С	Performance Rating	<ul> <li>Performance rating for the last 3 rating periods which should be at least Very Satisfactory (VS)</li> </ul>
D	Experience	Updated Service Record / Certificate of Employment
Ε	Outstanding Accomplishments (Meritorious Accomplishments)	<ul> <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	<ul> <li>Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc.</li> </ul>
H	Eligibility	<ul> <li>Certificate of Eligibility/Rating/License</li> </ul>
1	Others	









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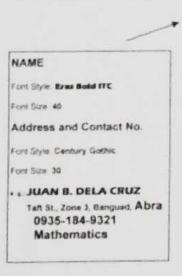


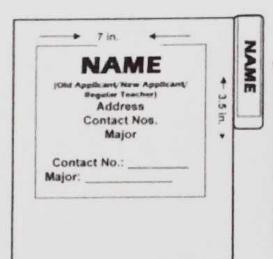
## Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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

#### FOLDER FORMAT





SURNAME, FIRST NAME MIDDLE INTIAL

Font Style

Eras Bold ITC

Font Size 24

<sub>e.g.:</sub> DELA CRUZ, JUAN B.

- 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.

PLBAI

Schools Division Superintendent, N

MRBargas/OSDS/ASU









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