



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF ABRA**  
Bangued, Abra

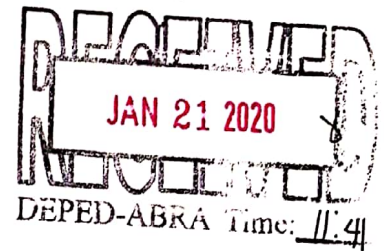


Document Code: SDOABRA-QF-OSDS-SDS-001  
Revision: 00  
Effectivity date: 01-14-2019

January 21, 2020

DIVISION MEMORANDUM  
No. 023 s. 2020

**SUBMISSION OF APPLICATION FOR  
VARIOUS POSITIONS**



To: **Public Schools District Supervisors  
Public Elementary/ Secondary School Heads/Principals  
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 various positions:


Position	Salary Grade	Preferred Qualification Standards			Eligibility	Place of Assignment
		Education	Training	Experience		
• <b>Principal I</b>	19	• BEED or its equivalent	None Required	HT for 1 yr.; TIC for 2 yrs.; MT for 2 yrs.; Teacher for 5 yrs.	TR./PBET/LET/RA 1080	Daguioman District
• <b>Head Teacher II – 2 items</b>	15	• BEED or its equivalent w/18 prof. educ.units	24 hours relevant training	HT for 1 yr., TIC for 2 yrs., Teacher for 4 yrs	TR./PBET/LET/RA 1080	Division Wide
• <b>Nurse II – 2 items</b>	15	• BSN	4 hours relevant training	1 yr. relevant experience	RA 1080 NLE	Gaddani NHS and Supo NHS
• <b>Administrative Assistant III (Senior Bookkeeper) - 1 item</b>	9	• Completion of 2 years in college preferably Bachelor's Degree in Business Administration, Major in Accounting; or Completion of 2 years studies in Bachelor's Degree in Accountancy or Commerce	4 hours relevant training & 4 hours training on the use of computers and spread sheet soft wares	1 year relevant experience in accounting activities/tasks	CS Sub. Prof	Elementary
• <b>Administrative Assistant II (Disbursing Officer III) – 5 items</b>	8	• Completion of 2 years in college preferably Bachelor's Degree in Business Administration, Major in Accounting; or Completion of 2 years studies in Bachelor's Degree in Accountancy or Commerce	4 hours relevant training	1 year relevant experience in accounting activities/tasks	CS Sub. Prof	Elementary

• <b>Administrative Assistant II (Clerk III) – 2 Items</b>	8	• Completion of 2 years in college	4	hours relevant training	1 year relevant experience	CS Sub. Prof	Senior HS
--	---	------------------------------------	---	-------------------------	----------------------------	--------------	-----------

2. 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 January 28, 2020** at the DepED Schools Division Office- Abra through the HRMO and to be received at the records section window 2. All applicants received beyond January 28, 2020 will not be accepted.
  
3. The following required documents should be placed in three (3) separate folders (1 original copy and 2 photo copies) 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 to be applied	
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	Others	

4. Interview and written examination of qualified applicants for the aforementioned vacant positions shall be announced at a later date in a separate memorandum.
5. For inquiries or clarifications, please feel free to contact **Ms. Gemma B. Cabutaje**, HRMO at **0965-516-9360** at DepEd Division Office.
6. Immediate dissemination of this memorandum is desired.

  
**CHRISTOPHER C. BENIGNO**  
 OIC-Assistant Schools Division Superintendent  
 Chairman, HRMPSB/ Placement Committee