



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

OCT 14 2020  
 10/14

October 13, 2020

DIVISION MEMORANDUM  
 No. 220, s. 2020

**EXTENSION FOR SUBMISSION OF APPLICATION FOR NURSE I**

**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 extension for submission of applications of interested qualified applicants for Nurse 1.

Position	Salary Grade	Preferred Qualification Standards			Eligibility	Place of Assignment
		Education	Training	Experience		
• Nurse I - 1 item	15	• BSN	4 hours relevant training	1 yr. relevant experience	RA 1080 NLE	Supo and Elementary

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 or letter of intent for those who wish to retain their points from the previous assessment **on or before October 19, 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 October 19, 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





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		<ul style="list-style-type: none"> <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	➤ 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.

**SORAYA T. FACULO**

*Assistant Schools Division Superintendent  
 Chairman, HRMPSB*

ABC/DM- Extension for submission of application for Principal I, Nurse I and Administrative Assistant III



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ISO 9001:2015 Certified  
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