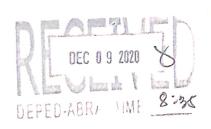


Republic of the Philippine

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



DIVISION MEMORANDUM No. 301 s.2020 December 07, 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.

	Salary	Qualification standards				Place of
Position	Grade	Education	Training	Experience	Eligibility	Assignment
Head Teacher I -1 item	14	BEED or its equivalent with 18 prof. educ. units	24 hrs. relevant training	TIC for 1 yr., Teacher for 3 yrs.	TR./PBET/ LET/RA 1080	Division Wide
Administrative Assistant III (Senior Bookkeeper) -1 item	9	Completion of 2 years in College preferably in Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years in Bachelor's Degree in Accountancy or Commerce of Completion of 2 years in studies with at least nine (9) units in accounting	4 hrs. relevant training & 4 hrs. training on the use of computers and spreadsheet softwares (Microsoft Excel)	1 year relevant experience in accounting activities/tasks	CS Sub. Prof.	Division Office Plantilla
Administrative Assistant II (Clerk III) -1 item	8	Completion of 2 years in College	4 hrs. relevant training	1 year relevant experience in accounting activities/tasks	CS Sub. Prof.	Senior High School

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 **December 14, 2020** at DepEd Abra Schools Division Office through the HRMO and to be received at the records section window 2. All applications received beyond the deadline will not be accepted.

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Actividad-Economia St., Zone 2, Bangued, Abra

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3. The following required documents should be placed in three (3) separate folders (1 original copy and 2 photocopies) 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				
В	Updated Personal Data Sheet				
С	Performance Rating	 Performance rating for the last 3 rating periods which should be at least Very Satisfactory (VS) 			
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 or 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.
- 6. Immediate dissemination of this memorandum is desired.

SORAYA T. FACULO, Ph.D.

Assistant Schools Division Superintendent Chairman, HRMPSB/Placement Committee &

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