



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

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DIVISION MEMORANDUM  
 No. 007 s.2020

January 08, 2021

**SUBMISSION OF APPLICATION FOR SCHOOL PRINCIPAL I**

**To: Public Schools District Supervisors  
 Public Elementary/Secondary School Heads/Principals  
 All Interested and Qualified Applicants**

- 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	Plantilla Item No.	Salary Grade	Qualification Standards			Eligibility	Place of Assignment
			Education	Training	Experience		
School Principal I -1 item	SP1-90224-2010	19	BEED or its equivalent with 18 prof. educ. units	24 hrs. relevant training	HT for 1 yr., TIC for 2 yrs., MT for 2 yrs.; Teacher for 5 yrs.	TR./PBET/LET/RA 1080	Manabo District

- 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 13, 2021** at DepEd Abra Schools Division Office through the HRMO and to be received at the records section window. All applications received beyond the deadline will not be accepted.
- 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	
B	Updated Personal Data Sheet	
C	Performance Rating	<ul style="list-style-type: none"> <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
E	Outstanding Accomplishments (Meritorious Accomplishments)	<ul style="list-style-type: none"> <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 or 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	

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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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