



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

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July 06, 2021

DIVISION MEMORANDUM
 No. 227 s. 2021

**SUBMISSION OF APPLICATION FOR ELEMENTARY AND
 SECONDARY SCHOOL HEAD RECLASSIFICATION**

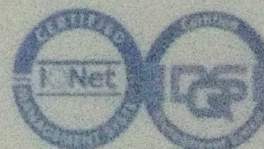
**To: Public Schools District Supervisors
 Public School Heads/Principals
 All Interested and Qualified Applicants**

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 positions.

Position	SG	Qualification standards			Performance Rating
		Education	Experience	Training	
Head Teacher I	14	At least 12 MA units in the fields of administration, supervision, leadership or management	3 yrs. Teaching experience and TIC or OIC for at least 1 year	24 hrs. of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 yrs.; or Outstanding for the last 2 consecutive yrs.
Head Teacher II	15	At least 24 MA units in the fields of administration, supervision, leadership or management	HT I for 1 year	24 hrs. of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 yrs.; or Outstanding for the last 2 consecutive yrs.
Head Teacher III	16	At least 36 MA units in the fields of administration, supervision, leadership or management	HT II for 2 years	32 hrs. of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 yrs.; or Outstanding for the last 2 consecutive yrs.
Principal I	19	Master's degree in the fields of administration, supervision, leadership or management	2 yrs. As HT III for elementary; 2 yrs. As HT VI for secondary	48 hrs. of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 yrs.; or Outstanding for the last 2 consecutive yrs.
Principal II	20	Master's degree in the fields of administration, supervision, leadership or management plus 6 units doctoral units	1 year as Principal I	48 hrs. of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 yrs.; or Outstanding for the last 2 consecutive yrs.



Address: **Actividad-Economia St., Zone 2, Bangued, Abra**
 Telephone No.: **(074)614-6918**
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ISO 9001:2015 Certified
 Quality Management System
 CRN 50500894 QM15



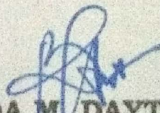
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Principal III	21	Master's degree in the fields of administration, supervision, leadership or management plus 12 units doctoral units	2 years as Principal II	56 hrs. of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 yrs.; or Outstanding for the last 2 consecutive yrs.
Principal IV	22	Master's degree in the fields of administration, supervision, leadership or management plus 24 units doctoral units	2 years as Principal III	56 hrs. of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 yrs.; or Outstanding for the last 2 consecutive yrs.

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 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. Please be guided with the following timelines:

ACTIVITY	TIMELINE
1. Submission of application documents in the Division Office	July 6-9, 2021
2. Conduct of Paper Assessment and Interview	July 21-22, 2021
3. Finalization of Comparative Assessment Form	July 23, 2021
4. Signing of the CAF by the HRMPSB	July 23, 2021
5. Submission of CAF for Approval	July 23, 2021
6. Approval of final CAF and posting	July 26, 2021
7. Retrieval of application documents	July 26-30, 2021

3. The required documents to be submitted should be placed in three (3) separate folders (1 original copy and 2 photocopies) which should be properly arranged and labeled based on the Regional Memorandum 178 s. 2020.
4. For inquiries or clarifications, please feel free to contact Ms. Gemma B. Cabutaje, HRMO at 0965-516-9360.
5. Immediate dissemination of this memorandum is desired.


BENILDA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

OSDS/personnel/GBC/lac



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