



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

RELEASED  
 JAN 28 2022  
 DEPED-ABRA TIME 3:14

January 27, 2022

DIVISION MEMORANDUM  
 No. 019 s. 2022

**SUBMISSION OF APPLICATION FOR  
 PROJECT DEVELOPMENT OFFICER II**

**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 Project Development Officer II position.

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards			Eligibility	Place of Assignment
				Education	Training	Experience		
Project Development Officer II	PDO2-90011-2014	15	33,575	Bachelor's Degree relevant to the job	4 hrs. relevant training	1 year of relevant experience (Preferred Qualification: Basic knowledge in computer operation)	CS Prof (Second Level Eligibility Career Service)	Division Office (CID)

- 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 **February 07, 2022** 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.
- 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	• 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



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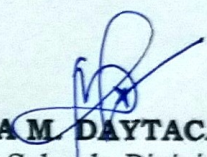
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F	Education	Official Transcript of Records (OTR)
G	Training	Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc.
H	Eligibility	Certificate of Eligibility/rating/license
I	Others	

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*

Handwritten initials: "r" and "r8"

OSDS/personnel/GBC/Loudy

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