



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

RELEASED
 MAY 11 2022
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May 6, 2022

DIVISION MEMORANDUM

No. 135 s. 2022

SUBMISSION OF APPLICATION FOR ADMINISTRATIVE OFFICER III

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

- The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSEB) announces the submission of applications of interested qualified applicants for the following positions.

Position	Plantilla Item No.	SG	Qualification standards			Eligibility	Place of Assignment	
			Monthly Salary	Education	Training			Experience
Administrative Officer III	ADOF3-90007-2004	14	32,321	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service Professional (2nd Level Eligibility)	Elementary
Administrative Officer III	ADOF3-90008-2004	14	32,321	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service Professional (2nd Level Eligibility)	Elementary
Administrative Officer III	ADOF3-90009-2004	14	32,321	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service Professional (2nd Level Eligibility)	Elementary

- 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 **May 20, 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	<ul style="list-style-type: none"> Performance rating for the last 3 rating periods which should be at least Very Satisfactory (VS)



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-6918
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Website: http://www.depedabra.com



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D	Experience	Updated Service Record/ Certificate of Employment
E	Outstanding Accomplishments (Meritorious Accomplishments)	<ul style="list-style-type: none">• 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	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 V
Schools Division Superintendent

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OSDS/personnel/GBC/GMPT



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