



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

RELEASED
 JUN 29 2022
 DEPED-ABRA TIME 11:04

June 24, 2022

DIVISION MEMORANDUM

No. 185 s.2022

SUBMISSION OF APPLICATION FOR VACANT POSITION IN SDO-ABRA

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 (HRMPSB) announces the submission of applications of interested qualified applicants for the position of **Attorney III**.

Position	Plantilla Item No.	S G	Monthly Salary	Qualification standards			Eligibility	Place of Assignment
				Education	Training	Experience		
Attorney III	ATY3-90013-2014	21	62,449	Bachelor of Laws	4 hours relevant training	1 year relevant experience	RA 1080 (Bar)	Division Office (OSDS)

- 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 **July 01, 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)
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	



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



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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



OSDS/personnel/GBC



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