



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

RELEASED
 AUG 05 2022
 DEPED-ABRA TIME

August 2, 2022

DIVISION MEMORANDUM
 No. 213 s. 2022

SUBMISSION OF APPLICATION FOR VARIOUS POSITIONS

**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 following positions.

Position	Plantilla Item No.	SG	Monthly Salary	Education	Qualification standards				Place of Assignment
					Training	Experience	Eligibility	Competency (if applicable)	
Administrative Assistant II (Disbursing Officer II)	ADAS2-90058-2017	8	18,998	Completion of 2 years in college	4 hours relevant training in Finance	1 year relevant experience in Finance	C.S. Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary
Administrative Assistant II (Disbursing Officer II)	ADAS2-90064-2018	8	18,998	Completion of 2 years in college Preferably Bachelor's Degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 year studies in college with at least (9) units in accounting	4 hours relevant training in Accounting and 4 hours training on the use of computer and spreadsheets (Microsoft Excel)	1 year relevant experience in accounting activities/tasks	C.S. Sub. Prof.	Financial Records and Reports Account Tracking Financial Transactions Recording Procedures	D.O. Based (Budget)
Head Teacher VI	OSEC-DECSB-HTEACH 6-90004-2010	19	49,835	BSED or its equivalent with 18 Prof. Educ. Units	24 hours of relevant training	HT for 5 years or MT for 4 years	TR./PBET/LET/RA 1080		Abra High
Head Teacher VI	OSEC-DECSB-HTEACH 6-90014-2008	19	49,835	BSED or its equivalent with 18 Prof. Educ. Units	24 hours of relevant training	HT for 5 years or MT for 4 years	TR./PBET/LET/RA 1080		Abra High

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>



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



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

School Principal I	SP1-90196-2010	19	49,835	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 prof. educ. units	40 hours of relevant training	HT for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years	TR./PBET/LET/RA 1080	Instructional Supervision Learning Environment Human Resource Management and Development, Parent's Involvement and Community Partnership, School Leadership Management and Operations	Elementary
School Principal I	SP1-90213-2010	19	49,835	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 prof. educ. unit	40 hours of relevant training	HT for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years	TR./PBET/LET/RA 1080	Instructional Supervision Learning Environment Human Resource Management and Development, Parent's Involvement and Community Partnership, School Leadership Management and Operations	Elementary
School Principal II	SP2-90004-2021	20	55,799	Bachelor's degree in Secondary Education or Bachelor's Degree with 18 prof. educ. Units plus 6 units of Management	40 hours of relevant training	1 year as Principal	TR./PBET/LET/RA 1080	Instructional Supervision Learning Environment Human Resource Management and Development, Parent's Involvement and Community Partnership, School Leadership Management and Operations	San Quintin NHS
School Principal III	SP3-90002-2021	21	62,449	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 prof. educ. Units plus 6 units of Management	40 hours of relevant training	2 years as Principal	TR./PBET/LET/RA 1080	Instructional Supervision Learning Environment Human Resource Management and Development, Parent's Involvement and Community Partnership, School Leadership Management and Operations	Elementary



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>



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."



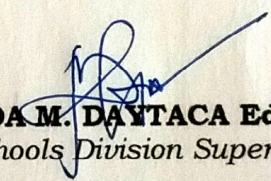
Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA

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 on or before **August 12, 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.

3. 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	

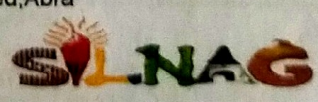
4. For inquiries or clarifications, please feel free to contact Ms. Gemma B. Cabutaje, HRMO at 0965-516-9360.
5. Immediate dissemination of this memorandum is desired.


BENILDA M. DAYTACA EdD, CESO V
Schools Division Superintendent

GMPTon/OSDS/ASU/PER



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



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."