



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

RECEIVED  
 NOV 01 2022  
 DEPED-ABRA  
 1:50

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
 No. 392 s.2022

November 25, 2022

**SUBMISSION OF APPLICATION FOR VARIOUS POSITIONS**

**To: Public Schools District Supervisors  
 Elementary School Heads  
 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:

- HEAD TEACHER I - DIVISION WIDE**
- HEAD TEACHER III - DIVISION WIDE**
- SCHOOL PRINCIPAL I - TAGODTOD NHS**
- SCHOOL PRINCIPAL II (2 ITEMS) - DIVISION WIDE**
- SCHOOL PRINCIPAL II - NANHS**
- GUIDANCE COUNSELOR II (7 ITEMS) - SENIOR HIGH SCHOOL**

2. The minimum qualification standards are as follows:

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
Head Teacher I (vacated by Rufina Lazo - Capitan NHS)	HTEACH 1-90002-2016	14	32,321	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Teacher-In-Charge for 1 year or Teacher for 3 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	Junior High School



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
 Telephone No.: (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 OFFICE OF ABRA**

**Office of the Schools Division Superintendent**

Head Teacher III	HTEACH 3 90006 1998	16	38,150	BEED or its equivalent with 18 Prof. Educ. Units	24 hours of relevant training	Head Teacher for 2 years or Teacher in-Charge 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	Division Wide
School Principal I	SP1 90244 2010	19	45,835	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year or Teacher in-Charge for 2 years or Master Teacher 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	Tagetitod National High School
School Principal II	SP2 90215 2010	20	55,799	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education 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	Division Wide



**Address:** Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
**Telephone No.:** (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 OFFICE OF ABRA**

**Office of the Schools Division Superintendent**

School Principal II	BP2 90163-2010	20	55,799	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units plus 5 units of Management I	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	Division Wide
School Principal II	BP2 90169-2010	20	55,799	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units plus 5 units of Management I	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	Northern Abra National High School
Guidance Counselor II	GUIDC2 90010-2010	12	27,608	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Guidance and Counseling Program; Administration of Psychological and IQ Test; Personal and Academic Counseling; Consultant Resource Speaker; Career Counseling; Research and Evaluation,	Senior High School



**Address:** Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
**Telephone No.:** (074)614-6918  
**Email Address:** abra@deped.gov.ph  
**Website:** http://www.depedabra.com



*"Sustain Integrity, Lead, and Nurture Abrenos for Greater accomplishment."*







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

**Office of the Schools Division Superintendent**

								Prevention and Wellness; Linkages to GOs, NGOs, LGUs and other agencies	
Guidance Counselor II	GUIDC2-90011-2016	12	27,608	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Guidance and Counseling Program; Administration of Psychological and IQ Test; Personal and Academic Counseling; Consultant Resource Speaker; Career Counseling; Research and Evaluation; Prevention and Wellness; Linkages to GOs, NGOs, LGUs and other agencies	Senior High School
Guidance Counselor II	GUIDC2-90012-2016	12	27,608	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Guidance and Counseling Program; Administration of Psychological and IQ Test; Personal and Academic Counseling; Consultant Resource Speaker; Career Counseling; Research and Evaluation; Prevention	Senior High School



**Address:** Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
**Telephone No.:** (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 OFFICE OF ABRA**

**Office of the Schools Division Superintendent**

								and Wellness; Linkages to GOs, NGOs, LGUs and other agencies	
Guidance Counselor II	GUIDC2-90013-2016	12	27,608	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Guidance and Counseling Program; Administration of Psychological and IQ Test; Personal and Academic Counseling; Consultant Resource Speaker; Career Counseling; Research and Evaluation; Prevention and Wellness; Linkages to GOs, NGOs, LGUs and other agencies	Senior High School
Guidance Counselor II	GUIDC2-90014-2016	12	27,608	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Guidance and Counseling Program; Administration of Psychological and IQ Test; Personal and Academic Counseling; Consultant Resource Speaker; Career Counseling; Research and Evaluation; Prevention and	Senior High School



**Address:** Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
**Telephone No.:** (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 OFFICE OF ABRA**

**Office of the Schools Division Superintendent**

								Wellness; Linkages to GOs, NGOs, LGUs and other agencies	
Guidance Counselor II	GUIDC2- 90015- 2016	12	27,608	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Guidance and Counseling Program; Administra- tion of Psychological and IQ Test; Personal and Academic Counseling; Consultant Resource Speaker; Career Counseling; Research and Evaluation; Prevention and Wellness; Linkages to GOs, NGOs, LGUs and other agencies	Senior High School
Guidance Counselor II	GUIDC2- 90016- 2016	12	27,608	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	Guidance and Counseling Program; Administra- tion of Psychological and IQ Test; Personal and Academic Counseling; Consultant Resource Speaker; Career Counseling; Research and Evaluation; Prevention and Wellness;	Senior High School



**Address:** Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
**Telephone No.:** (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 OFFICE OF ABRA**

Office of the Schools Division Superintendent

								Linkages to GOs, NGOs, LGUs and other agencies	
--	--	--	--	--	--	--	--	--	--

3. 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 December 7, 2022** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applicants received beyond **December 7, 2022** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	TIMELINE
a. Filing and submission of application	Applicants SDO-Records Section	November 25, 2022 – December 7, 2022
b. Initial assessment of application documents	Personnel Section	December 8-21, 2022 (10 working days)
c. Posting of Selection Line-up	Personnel Section	December 22, 2022 – January 5, 2023 (15 calendar days)
d. Conduct of Interview of applicants	HRMPSB	January 10, 2023
e. Finalization of Comparative Assessment Form	HRMPSB Secretariat	January 11, 2023
f. Signing of CAF by the HRMPSB	HRMPSB	January 12, 2023
g. Submission of CAF for Approval	ASDS	January 13, 2023
h. Approval of final CAF	SDS	January 16, 2023

4. 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:



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
 Telephone No.: (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 OFFICE OF ABRA**

Office of the Schools Division Superintendent

	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
A	Application Letter stating the position/s and preferred school to apply	
B	Updated Personal Data Sheet	
C	Performance Rating	➤ Performance rating for the last 3 rating periods which should be at least <u>Very Satisfactory (VS)</u>
D	Experience	Updated Service Record / Certificate of Employment
E	Outstanding Accomplishments (Meritorious Accomplishments)	<ul style="list-style-type: none"> <li>➤ Certificate of Recognition as Outstanding Employee</li> <li>➤ Certificate of Recognition for any Innovations conducted</li> <li>➤ Copy of Research and Development Projects</li> <li>➤ Certificate of Recognition as to Publication/Authorship</li> <li>➤ Certificate of Recognition as Consultant/Resource Speaker in trainings/Seminars</li> </ul>
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	

5. For inquiries or clarifications, please contact **Ms. Gemma B. Cabutaje**, HRMO at **0965-516-9360** at DepEd Division Office.

6. Immediate dissemination of this memorandum is desired.

**BENILDA M. DAYTACA EdD, CESO V**  
 Schools Division Superintendent

*Handwritten initials and marks*

GMPTon/OSDS/ASU/PER



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
 Telephone No.: (074)614-6918  
 Email Address: abra@deped.gov.ph  
 Website: http://www.depedabra.com



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