



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

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Office of the Schools Division Superintendent

January 30, 2023

DIVISION MEMORANDUM
 No. 041 s.2023

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 - LUL-LUNO NHS**
- HEAD TEACHER I - MALIBCONG DISTRICT**
- SCHOOL PRINCIPAL I - BAAY NHS**
- EDUCATION PROGRAM SUPERVISOR - DIVISION OFFICE**
(CURRICULUM IMPLEMENTATION DIVISION-LRMDS)

2. The minimum qualification standards are as follows:

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Head Teacher I	HTEACH 1-90004-2016	14	33843	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units	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	Lul-luno High School



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
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Head Teacher I	HTEACH 1-90167-2008	14	33843	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 Prof. Education units	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	Malibcong District
School Principal I	SP1-90239-2010	19	51357	BSED or its equivalent	None Required	HT for 1 yr; TIC for 2 years; MT for 2 yrs; 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	Basy National High School
Education Program Supervisor	EPSVR-90018-2014	22	71511	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	At least 2 years experience as Principal or Head Teacher or Master Teacher Preferred Qualifications in Experience: ICT Knowledge or has a background in Information Science	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 Office (Curriculum Implementation Division-LRMDS)



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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 February 15, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **February 15, 2023** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	TIMELINE
a. Filing and submission of application	Applicants SDO-Records Section	January 24, 2023 – February 15, 2023
b. Initial assessment of application documents	Personnel Section/HRMO	Maximum of 10 working days
c. Posting of Selection Line-up	Personnel Section	15 calendar days
d. Conduct of Interview of applicants	HRMPSB	1 day
e. Finalization of Comparative Assessment Form	HRMPSB Secretariat	1 day
f. Signing of CAF by the HRMPSB	HRMPSB	1 day
g. Submission of CAF for Approval	ASDS	1 day
h. Approval of final CAF	SDS	1 day

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:

	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
A	Application Letter stating the position/s and preferred school to apply	
B	Updated Personal Data Sheet	



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	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
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"> ➤ 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/Seminars
F	Education	➤ Transcript of Records (TOR)
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

FBPanelo/OSDS/ASU/PER



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