



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

**RELEASED**  
 JUL 07 2023  
 PUNYAN-ABRA TIME 9:55

DATE: July 7, 2023

DIVISION MEMORANDUM  
 No. 273 s.2023

**SUBMISSION OF APPLICATION DOCUMENTS FOR THE POSITIONS OF  
 ADMINISTRATIVE ASSISTANT II (CLERK III), AND ADMINISTRATIVE  
 ASSISTANT II (DISBURSING OFFICER II)**

**To: The Human Resource Merit promotion and Selection Board (HRMPSB)  
 Education Program Supervisors  
 Public Schools District Supervisor  
 Elementary/Secondary School Heads/Principals  
 All Interested and Qualified Applicants  
 All Others Concerned**

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:

**ADMINISTRATIVE ASSISTANT II (CLERK III) - 1 ITEM  
 ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) - 2 ITEMS**

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)	
Administrative Assistant II (Clerk III)	OSEC-DECSB-ADAS2-90043-2016	8	19744	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Clerical Support, Property Custodian	Senior High School-Mataragan National Agricultural School
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-90057-2017	8	19744	Completion of 2 years in College preferably: Bachelors Degree in Business Administration, Major in Accounting or Completion of at least 2 years studies in Bachelors Degree in	4 hours relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 year relevant experience in accounting activities/tasks	CS Sub. Prof	Financial Records and Reports, Account Tracking, Financial Transactions, Recording Procedures	Mataragan Elementary School



**Address:** Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
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				Accountancy or Commerce or Completion of 2 years studies in College with at least (9) units in Accountancy					
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-90059-2017	8	19744	Completion of 2 years in College preferably: Bachelors Degree in Business Administration, Major in Accounting or Completion of at least 2 years studies in Bachelors Degree in Accountancy or Commerce or Completion of 2 years studies in College with at least (9) units in Accountancy	4 hours relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 year relevant experience in accounting activities/ tasks	CS Sub. Prof	Financial Records and Reports, Account Tracking, Financial Transactions, Recording Procedures	Gaddani National High School

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 July 21, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **July 21, 2023** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE PERSON	TIMELINE
a. Submission and Receipt of Application Documents	Applicants SDO-Records Section	July 7, 2023 – July 21, 2023
b. Initial Evaluation of the Qualification of Applicants	Personnel Section/HRMO	10 working days
c. Posting of Initial Evaluation Result	Personnel Section	15 calendar days
d. Conduct of Comparative Assessment of Applicants	HRMPSB	1 day
i. Finalization of Comparative Assessment Form	HRMPSB Secretariat	1 day



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ii. Signing of CAF	HRMPSB	1 day
e. Submission of the duly signed Comparative Assessment Result to the Appointing Officer/Authority	ASDS	1 day

4. As stipulated in the new guidelines on recruitment, selection, and appointment under DepEd Order No. 007, s.2023, the applicant shall submit the following documentary requirements and should be properly arranged in one folder and labeled following the sequence as hereunder presented as follows: **(Bring the original copy during the conduct of interview.)**

- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.



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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.

  
**AMADOR D. GARCIA SR., PhD, CESO VI**  
*Schools Division Superintendent* 

MRBargas/OSDS/ASU



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