



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

**RELEASED**  
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Office of the Schools Division Superintendent

September 8, 2023

DIVISION MEMORANDUM

No. 376 s.2023

**SUBMISSION OF APPLICATION FOR ADMINISTRATIVE OFFICER II AND  
 PROJECT DEVELOPMENT OFFICER I**

**To: The Human Resource Merit Promotion and Selection Board (HRMPSB)  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary School Heads/Principals  
 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 OFFICER II - 21 ITEMS  
 PROJECT DEVELOPMENT OFFICER I - 7 ITEMS**

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			
Administrative Officer II	ADOF2 90006-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Sapaac ES	
Administrative Officer II	ADOF2 90007-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Malita ES	



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Administrative Officer II	ADOF2 90008-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Calaba ES
Administrative Officer II	ADOF2 90009-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Pagala West ES
Administrative Officer II	ADOF2 90010-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Sap-al ES
Administrative Officer II	ADOF2 90011-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Gaddani ES
Administrative Officer II	ADOF2 90012-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Bangilo ES
Administrative Officer II	ADOF2 90013-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Bayabas ES



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Administrative Officer II	ADOF2 90014-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Lat-ey PS
Administrative Officer II	ADOF2 90015-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Madago PS
Administrative Officer II	ADOF2 90016-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Lustac ES
Administrative Officer II	ADOF2 90017-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Nagdaingan ES
Administrative Officer II	ADOF2 90018-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Bolbolo ES
Administrative Officer II	ADOF2 90019-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Nangas-an PS



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							Level Eligibility)	General Administrative Support and Financial Management	
Administrative Officer II	ADOF2 90020-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Belaat ES
Administrative Officer II	ADOF2 90021-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Magsalang PS
Administrative Officer II	ADOF2 90022-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Makingag ES
Administrative Officer II	ADOF2 90023-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Batayan PS
Administrative Officer II	ADOF2 90024-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Pananuman PS



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Administrative Officer II	ADOF2-90025-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Caganayan NHS
Administrative Officer II	ADOF2-90026-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support and Financial Management	Dilong NHS
Project Development Officer I	PDO1-90025-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Program Management and Implementation, Program Coordination and Partnerships; Advocacy; Secondary Duties	Bangued District (Cosili ES, Bacsil ES, Cosili West PS)
Project Development Officer I	PDO1-90026-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Program Management and Implementation, Program Coordination and Partnerships; Advocacy; Secondary Duties	Bangued District (Bangued West CS, Sinapangan ES, Sta. Rosa PS)
Project Development Officer I	PDO1-90027-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Program Management and Implementation, Program Coordination and Partnerships; Advocacy; Secondary Duties	La Paz District (Bulbula ES, Isit ES, Toon ES)
Project Development Officer I	PDO1-90028-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Program Management and Implementation	Lagangilang District (Dalaguiscn ES, Caridad



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							Level Eligibility)	on, Program Coordination and Partnerships; Advocacy; Secondary Duties	Azares ES, Tagodtod ES)
Project Development Officer I	PDO1-90029-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Program Management and Implementation, Program Coordination and Partnerships; Advocacy; Secondary Duties	Elementary (Lagben PS- Mudiit ES, Willy Castillo PS)
Project Development Officer I	PDO1-90030-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Program Management and Implementation, Program Coordination and Partnerships; Advocacy; Secondary Duties	Pilar District (Ocup PS, Dalit ES, Dintan ES)
Project Development Officer I	PDO1-90031-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service Professional (2 <sup>nd</sup> Level Eligibility)	Program Management and Implementation, Program Coordination and Partnerships; Advocacy; Secondary Duties	Tayum District (Tayum CS, Patucannay ES, Don Marcos Rosales ES)

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 September 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 **September 21, 2023** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	TIMELINE
a. Submission and Receipt of Application Documents	Applicants SDO-Records Section	September 8, 2023 – September 21, 2023
b. Initial Evaluation of the Qualification of Applicants	Personnel Section/HRMO	10 working days



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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
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, an 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:



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- 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.
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*

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FBPanelo/OSDS/ASU/PER



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