



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

RELEASED
 04 OCT 2023
 DEPED-ABRA TIME 4:00

October 3, 2023

DIVISION MEMORANDUM
 No. 401 s.2023

**SUBMISSION OF APPLICATION DOCUMENTS FOR THE POSITIONS OF
 TEACHER III (SENIOR HIGH SCHOOL)**

**To: The Human Resource Merit promotion and Selection Board (HRMPSB)
 Education Program Supervisors
 Public Schools District Supervisor
 Secondary School Heads/Principals
 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 all interested and qualified applicants of Secondary Schools for the following positions:

TEACHER III (SHS) - 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)	
Teacher III	OSEC-DECSEB-TCH3-90433-2016	13	31320	*Academic Track Bachelor's degree with a major in the relevant strand/ subject, or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/ subject	4 hours of training relevant to the subject area specialization	1 year of relevant teaching/industry work experience	LET/PBET /RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement & Professional Growth	Senior High School
Teacher III	OSEC-DECSEB-TCH3-90219-2023	13	31320	*Academic Track Bachelor's degree with a major in the relevant strand/ subject,	4 hours of training relevant to the subject area specialization	1 year of relevant teaching/industry work experience	LET/PBET /RA 1080	Teacher-Learning Process, Student Outcomes, Community Involvement	Senior High School



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
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				or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject				& Professional Growth	
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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 October 17, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **October 17, 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	October 3, 2023 – October 17, 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
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 guidelines on recruitment, selection, and appointment under DepEd Order No. 066 s. 2007, the applicant shall submit the following documentary requirements and should be placed in **two (2) separate folders** (1 original copy and 1 photocopy) which should be properly arranged and labeled following the sequence as hereunder presented as follows:



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	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)	➤ 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	➤ 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. To facilitate the process in evaluation and assessment of documents, the color of folders per track are as follows:

- a. HUMSS - **RED**
- b. ABM - **YELLOW**
- c. STEM - **BLUE**



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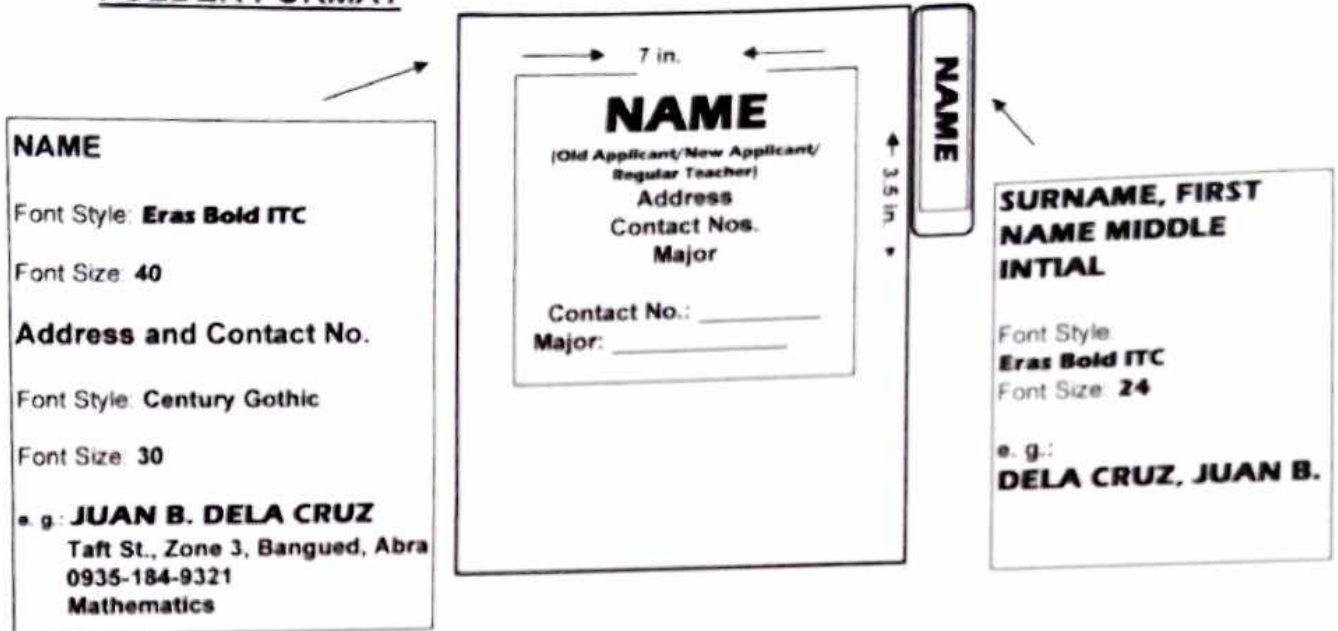
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6. Applicants should follow the format of the folder to better facilitate the process in evaluating and assessing of documents as follows:

FOLDER FORMAT



7. For inquiries or clarifications, please contact **Ms. Gemma B. Cabutaje, HRMO** at **0965-516-9360** at DepEd Division Office.
8. Immediate dissemination of this memorandum is desired.

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

MRBargas/OSDS/ASU



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