



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

DIVISION MEMORANDUM
 No. 508 s.2023

December 13, 2023

SUBMISSION OF APPLICATION FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II), ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE AIDE IV AND HEAD TEACHER II

**To: Public Schools District Supervisors
 Elementary and Secondary 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:

- ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) – 2 ITEMS**
- ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) – 8 ITEMS**
- ADMINISTRATIVE AIDE VI – 1 ITEM**
- HEAD TEACHER II – 3 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 (Disbursing Officer II)	OSEC-DECSB ADAS2-90062-2017	8	19744	Completion of 2 years in college	4 hrs. relevant training in	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Tineg NHS
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB ADAS2-90064-2018	8	19744	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Division Office Based (Budget)
Administrative Assistant III	OSEC-DECSB	9	21211	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports,	Tagodtod NHS



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(Senior Bookkeeper)	ADAS3-90038-2017							Account Tracking, Financial Transactions Recording Procedures	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90003-2017	9	21211	Completion of 2 years in college	4 hrs. relevant training i	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Lagaosian ES/Villaviciosa
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90018-2017	9	21211	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Malibcong CS
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90017-2017	9	21211	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Tineg CS
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90035-2017	9	21211	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Catacdegan ES/Manabo District
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90005-2017	9	21211	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Bangilo ES/Malibcong District
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-	9	21211	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account	Bolbolo NHS



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	90011-2017							Tracking, Financial Transactions Recording Procedures	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90027-2017	9	21211	Completion of 2 years in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Danac I.S./Boliney
Administrative Aide VI	OSEC-DECSB -ADA6-90019-2004	6	17553	Completion of 2 years in college	None Required	None Required	CS Sub. Prof.	Records Management System, Receiving and Releasing documents, Authentication and Verification, Reporting and Technical Assistance	Division Office (Records Section)
Head Teacher II	HTEAC H2-90015-1998	15	36619	Bachelor in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; HT for 1 year; or Teacher for 4 years	TR./PBE T/LET/R A 1080	Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Villaviciosa District
Head Teacher II	HTEAC H2-90001-2021	15	36619	Bachelor in Elementary Education or Bachelor's Degree with 18	24 hours of relevant training	TIC for 1 year; HT for 1 year; or Teacher for 4 years	TR./PBE T/LET/R A 1080	Instructional Supervision; Learning Environment ; Human Resource Management	Villaviciosa District



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				professional education units				and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	
Head Teacher II	HTEAC H2-90001-2005	15	36619	Bachelor in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; HT for 1 year; or Teacher for 4 years	TR./PBE T/LET/R A 1080	Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	Pilar District

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 28, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **December 28, 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	December 13, 2023 – December 28, 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	2 days



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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. 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:

- 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



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- 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 B. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

FBPanelo/OSDS/ASU/PER



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