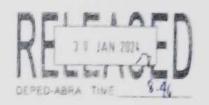


Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



JANUARY 26, 2024

DIVISION MEMORANDUM No. 642 8.2024

SUBMISSION OF APPLICATION DOCUMENTS FOR THE POSITION OF HEAD TEACHER III (DIVISION WIDE)

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

 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 position:

HEAD TEACHER III - DIVISION WIDE

The minimum qualification standards are as follows:

Position	Plantilla Item No.	ag	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Head Teacher III	OSEC DECSB- HTEACHS 90022- 2007	16	39672	INCE O or flactives of the Degree with the professional education units, with appropriate fleet of specialization	24 hours resevant framing	Head Teacher for 2 years or TIC or 2 years of Teacher for 5 years	TRIPESTALET IRA 1080	Instructional Gupervision, Learning Environment, Human Resource Management and Development, Parent's Involvement, and Community Partnership, School Leadership, Management and Operations	DIVISION









Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

Telephone No.: (074)614-6918 Email Address: abrashdeped gov ph Website: http://www.depedabra.com

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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 February 2, 2024 at the DepEd Schools Division Office of Abra through the HRMO and to be received at the Records Section. All applications received beyond February 2, 2024 will not be accepted. Please be guided by the following timeline:

AC	TIVITY	RESPONSIBLE	TIMELINE	
	on and Receipt ation Documents	Applicants SDO Records Section	January 26, 2024 February 2, 2024	
	aluation of the tion of Applicants	Personnel Section/HRMO	10 working days	
c. Posting o Evaluation		Personnel Section	15 calendar days	
	of Comparative ent of Applicants	HRMPSB	1 day	
Con	dization of oparative essment Form	HRMPSB Secretariat	1 day	
ii. Sign	ning of CAF	HRMPSB	1 day	
signed Co		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;









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- h. Photocopy of latest appointment, if applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one
 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-D.O. 007, s.2023), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - 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.
- For inquiries or clarifications, please contact Ms. Gemma B. Cabutaje, HRMO at 0965-516-9360 at DepEd Division Office.
- Immediate dissemination of this memorandum is desired.

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

FBP/OSDS/ASU/PER









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