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2024

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

February 20, 2024

DIVISION MEMORANDUM

No. 029 s.2024

SUBMISSION OF APPLICATION DOCUMENTS FOR THE POSITIONS OF HEAD TEACHER III AND HEAD TEACHER II FOR NORTHERN ABRA NATIONAL HIGH SCHOOL and ADMINISTRATIVE AIDE IV FOR CAGANAYAN NHS

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:

- HEAD TEACHER III - NANHS**
- HEAD TEACHER II - NANHS**
- ADMINISTRATIVE AIDE IV - CAGANAYAN NHS**

2. The minimum qualification standards are as follows:

Position	Plantilla Item No.	SG	Monthly Salary	Education	Qualification standards				Place of Assignment
					Training	Experience	Eligibility	Competency (if applicable)	
Head Teacher III (Secondary School)	OSEC-DECSEB-HTEACH3-90026-1998	16	39672	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units with appropriate field of specialization	24 hours relevant training	Head Teacher for 2 years or TIC for 2 years or Teacher for 5 years	TR/PB/LET /RA 1080	Instructional Supervision, Learning Environment, Human Resource Management and Development, Parent's Involvement, and Community Partnership, School Leadership, Management and Operations	Northern Abra National HS



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone No.: (074)614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>

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Head Teacher II	Anticipated Vacancy	15	36019	Bachelor's Degree in Secondary Education or Bachelor's Degree with 10 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 1 year, or Teacher for 4 years	TYPBET/LET /RA 1050	Instructional Supervision, Learning Environment, Human Resource Management and Development, Parent's Involvement, and Community Partnership, School Leadership, Management and Operations	Northern Abra National HS
Administrative Aide IV	ADA4-90022-2004	4	15586	Completion of 2 years in College	None Required	None Required	CS Sub Prof	Recruitment, Selection and Documentation; Personnel actions; Salary Administration and Personnel Records, Benefits Administration; Personnel Information System	Caganayan NHS

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 February 23, 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 23, 2024** 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	February 20, 2024 – February 23, 2024
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



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e. Submission of the duly signed Comparative Assessment Result to the Appointing Officer/Authority	ASDS	1 day
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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-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:
 - 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

JRR

OSDS/ Admin/ Per/ gbc/ fbp



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