



March 22, 2024

DIVISION MEMORANDUM

No. 14 s. 2024

**SUBMISSION OF APPLICATION DOCUMENTS FOR TEACHER I POSITIONS OF SENIOR HIGH SCHOOL FOR SY 2024-2025**

**To:** The Human Resource Merit promotion and Selection Board (HRMPSB)  
The Division Selection Committee  
Education Program Supervisors  
Public Schools District Supervisor  
Elementary School Heads/Principals  
Secondary School Heads/Principals  
All Interested and Qualified Applicants  
All Others Concerned

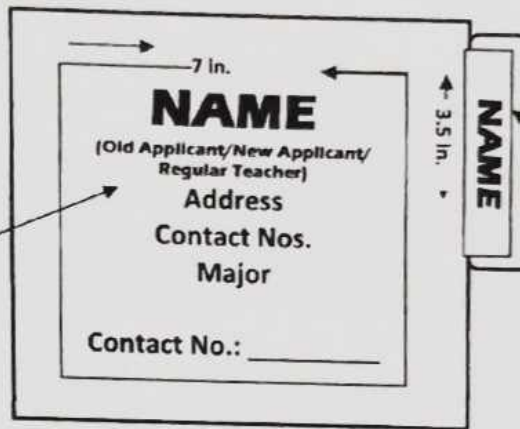
1. The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of applications of interested qualified applicants for Teacher I positions of Senior High School.
2. All interested applicants regardless of gender, sexual orientation, civil status, religion, disability, ethnicity or political affiliation are required to submit application letter together with complete documents **on or before April 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 **April 2, 2024** will not be accepted.
  - a. To facilitate the process in evaluation and assessment of documents, the color of folders per track are as follows:
    1. HUMSS - **RED**
    2. ABM - **YELLOW**
    3. STEM - **BLUE**
    4. TVL - **GREEN**
  - b. Applicants should follow the format of the folder to better facilitate the process in evaluating and assessing of documents as follows:



Republic of the Philippines  
**Department of Education**

**FOLDER FORMAT**

**NAME**  
 Font Style: **Eras Bold ITC**  
 Font Size: **40**  
**Address and Contact No.**  
 Font Style: **Century Gothic**  
 Font Size: **30**  
 e. g.: **JUAN B. DELA CRUZ**  
 (Old Applicant/New Applicant)  
 Taft St., Zone 3, Bangued, Abra  
 0935-184-9321  
 Mathematics



**SURNAME, FIRST NAME MIDDLE INITIAL**  
 Font Style:  
**Eras Bold ITC**  
 Font Size: **24**  
 e. g.:  
**DELA CRUZ, JUAN B.**

- a. For old and new applicants, prepare and submit your documents following these guidelines.
  - b. Use ordinary paper folder (not the glossy one) and all documents should be fastened.
  - c. Include table of contents after your application letter and use tabs/tabblings to indicate the sequence of your pertinent documents for easy perusal.
  - d. For female applicants, if married after the submission of the documents, notify the secretariat regarding your status and your new surname/family name as soon as possible.
  - e. If you have several mobile phone numbers, disclose only two of your most used numbers, and if you have changed your contact number, inform the secretariat for the preparation of directory by the Administrative Officer IV-Human Resource Management Officer.
  - f. Applicants are required to follow these guidelines to better facilitate the whole process.
  - g. For inquiries or clarifications, please feel free to contact *Ms. Gemma B. Cabutaje* at 0965-5169360 at DepEd Division Office.
- c. As stipulated in the new guidelines of MSP, DepEd Order No. 007 s. 2023, an **applicant** shall submit a written application supported by the following documents:
- 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;
  - c. Photocopy of Certificate of Eligibility/Rating/License/ID;
  - d. 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;
  - e. Photocopy of Certificate/s of Training, if applicable;



Address: *Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra*  
 Telephone No.: (074)614-6918  
 Email Address: [abra@deped.gov.ph](mailto:abra@deped.gov.ph)  
 Website: <http://www.depedabra.com>  
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- f. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/are applicable;
  - g. Photocopy of latest appointment, if applicable;
  - h. 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;
  - i. 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
  - j. 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.
- d. The Division Selection Committee shall be responsible to perform their functions as specified in the new guidelines of MSP, *DepEd Order no. 007 s. 2023* for all new teacher applicants.
3. Old applicants may retain their previous points unless there are documents to be updated to acquire additional points. Said documents shall be attached to the request letter to be submitted in the school following the schedule.
4. The Division HRMPSB shall consolidate, validate and thoroughly review the Registry of Qualified Applicants and submit said RQAs for approval of the Schools Division Superintendent.
5. For immediate dissemination and guidance of all concerned.

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

MRBurgas/OSDS/ASU



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