



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

June 18, 2024

DIVISION MEMORANDUM
 No. 259 s. 2024

SUBMISSION OF APPLICATIONS FOR ADMINISTRATIVE OFFICER II

**To: Education Program Supervisors
 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 and qualified applicants for the following positions:

ADMINISTRATIVE OFFICER II (ELEMENTARY) – 28 ITEMS
ADMINISTRATIVE OFFICER II (SECONDARY) – 1 ITEM

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 Officer II	ADOF2-90038-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Bonglo Elementary School-Baay-Licuan
Administrative Officer II	ADOF2-90039-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Diangay Primary School-Baay-Licuan
Administrative Officer II	ADOF2-90040-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Subagan Primary School-Baay-Licuan
Administrative Officer II	ADOF2-90041-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian,	Licuan Integrated School-Baay-Licuan



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Administrative Officer II	ADOF2-90042-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	General Admin Support & Financial Management Personnel Administration, Property Custodian, General Admin Support & Financial Management	Ami Elementary-Boliney
Administrative Officer II	ADOF2-90043-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Dao-angan Primary School-Boliney
Administrative Officer II	ADOF2-90044-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Ducigan - Elementary School-Bucloc
Administrative Officer II	ADOF2-90045-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Pikek Primary School-Daguoman
Administrative Officer II	ADOF2-90046-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Abaquid Elementary School-Danglas
Administrative Officer II	ADOF2-90047-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Pang-ot Primary School-Lagayan
Administrative Officer II	ADOF2-90048-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Gacab Primary School-Malibcong
Administrative Officer II	ADOF2-90049-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General	Tillilo Primary School-Luba



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Administrative Officer II	ADOF2-90050-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Admin Support & Financial Management Personnel Administration, Property Custodian, General Admin Support & Financial Management	Sabnangan Elementary School-Luba
Administrative Officer II	ADOF2-90051-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Sapdaan Elementary School-Manabo
Administrative Officer II	ADOF2-90052-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Namarabar Elementary School-Penarubia
Administrative Officer II	ADOF2-90053-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Arab Elementary School-Pidigan
Administrative Officer II	ADOF2-90054-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Yuyeng Primary School-Pidigan
Administrative Officer II	ADOF2-90055-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Dintan Elementary School-Pilar
Administrative Officer II	ADOF2-90056-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Malipit Primary School-Pilar
Administrative Officer II	ADOF2-90057-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support	Bantay Primary School-Sallapadan



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Administrative Officer II	ADOF2-90058-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Sallapadan Bo. Elementary School-Sallapadan
Administrative Officer II	ADOF2-90059-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Ud-udiao Elementary School-Sallapadan
Administrative Officer II	ADOF2-90060-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Colabaoan Primary School-San Juan
Administrative Officer II	ADOF2-90061-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Daoidao Elementary School-San Juan
Administrative Officer II	ADOF2-90062-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Quidaoen Elementary School-San Juan
Administrative Officer II	ADOF2-90063-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Talaytay Primary School-San Quintin
Administrative Officer II	ADOF2-90064-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support & Financial Management	Kili Elementary School-Tubo
Administrative Officer II	ADOF2-90065-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	Personnel Administration, Property Custodian, General Admin Support	Villaviciosa Central School-Villaviciosa



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Administrative Officer II	ADOF2-90066-2024	11	27000	Bachelor's Degree	None Required	None Required	CS Professional -2 nd Level Eligibility	& Financial Management Personnel Administration, Property Custodian, General Admin Support & Financial Management	Abas National High School-Sallapadan
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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 June 25, 2024** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **June 25, 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	June 18, 2024 –June 25, 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
e. Submission of the duly signed Comparative Assessment Result to the Appointing Officer/Authority	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



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

OSDS/Admin/Per/gbc/fbp



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