



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

**RELEASED**  
 07 AUG 2024  
 DEPED-ABRA TIME 9:09

Office of the Schools Division Superintendent

August 6, 2024

**DIVISION MEMORANDUM**

No. 344 s.2024

**SUBMISSION OF APPLICATION FOR THE POSITION OF HEAD TEACHER I OF LA PAZ DISTRICT**

**To: The Human Resource Merit Promotion and Selection Board (HRMPSB)  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary 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 position:

**HEAD TEACHER I - LA PAZ DISTRICT**

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)	
Head Teacher I	HTEACH 1-90170-2009	14	33843	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 professional education units	24 hours of relevant training	Teacher In-Charge for 1 year, or Teacher for 3 years	TR./PBET/LET/RA 1080	Instructional Supervision; Learning Environment ; Human Resource Management and Development ; Parent's Involvement and Community Partnership; School Leadership, Management and Operations	La Paz District



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

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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 August 12, 2024** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **5:00 p.m. on August 12, 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	August 6, 2024 – August 12, 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 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;



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- 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 is not relevant to the position to be filled, if applicable.

In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000" which provides that "electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference," online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.

- 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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