



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

12 December 2023

DIVISIONAL MEMORANDUM

No. 307 , s. 2023

CONDUCT OF SELECTION FOR ADMINISTRATIVE OFFICER II, PROJECT DEVELOPMENT OFFICER I AND REGISTRAR I

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All others concerned
This Division

1. This Office calls for the submission of Applications for **Administrative Officer II, Project Development I and Registrar I** position for this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023, otherwise known as “*Guidelines in Recruitment, Selection and Appointment in the Department of Education*”, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
Administrative Officer II	11	Bachelor's degree relevant to the job	NONE REQUIRED	NONE REQUIRED	Civil Service (Professional) Second level eligibility
Project Development I	11	Bachelor's degree relevant to the job	NONE REQUIRED	NONE REQUIRED	Civil Service (Professional) Second level eligibility
Registrar I	11	Bachelor's Degree	NONE REQUIRED	NONE REQUIRED	Civil Service (Professional) Second level eligibility



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3. All interested applicants shall submit the following documentary requirements to this Division:

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of Certificate of Eligibility/Rating/License/ID;
- d. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the Performance Rating covering three (3) years performance, if applicable;
- h. Omnibus Sworn Statement;
- i. Checklist of Requirements;
- j. All available and eligible pertinent documents as stipulated in DepEd Order No. 007 s. 2023 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/ Authorship and for having been a Resource Speaker.

4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Susan Epifania B. Carpio	Anacleto A. Gacasan
	Eulalio S. Rupinta	Melanie G. Lagus
	Atty. Vincent Sheldon A. Zabala	Maricel D. Avila
	Dorothy Joy B. Yting	Ivy J. Cabual
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

8. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
December 22, 2023	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants, Personnel Unit and HRMPSB
January 12, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
January 15, 2024	Initial Evaluation of Documents	HRMO



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PANDONG
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January 17,2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
January 18-19, 2024	Background Investigation	HRMPSB Secretariat
January 22-24, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
January 25, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

6. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

7. Immediate dissemination and compliance of this Memorandum is enjoined.


NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent *PL*

References: As stated

To be indicated in the Perpetual Index
under the following subjects:

HIRING RECRUITMENT SELECTION

AJS/DM – Conduct of Selection for Administrative Officer II, Project Development I,
and Registrar I
___ /December 12, 2023



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