



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

24 January 2024

DIVISIONAL MEMORANDUM

No. *037* , s. 2024

**CONDUCT OF SELECTION FOR SENIOR EDUCATION PROGRAM SPECIALIST,
 ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II**

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 Senior Education Program Specialist, Administrative Assistant III and Administrative Assistant II positions for this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023, otherwise known as “*Guidelines on the 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
Senior Education Program Specialist	19	Bachelor’s Degree in Education or its equivalent and Completion of Academic Requirements for Master’s Degree relevant to the job	8 Hours of relevant training	2 years’ experience in education research, development, implementation or other relevant experience	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Administrative Assistant III (Senior Bookkeeper)	9	Completion of Two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility



Address: IBJT Compound, Carangan, Ozamiz City
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Administrative Assistant II (Disbursing Officer)	8	Completion of Two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (Administrative Assistant)	8	Completion of Two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility

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

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of PRC License/ID, if applicable;
- d. Authenticated copy of Certificate of Eligibility/Rating, if applicable;
- e. Authenticated copy 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 applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Service Record, Contract of Service, or Certificate of Employment, 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 maybe required by the HRMPSB for comparative assessment, including but not limited to:

i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.



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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.

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	Anaclea 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

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

Schedule	Activity/Output	In-Charge
February 15, 2024	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants, Personnel Unit and HRMPSB
February 23, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
February 26, 2024	Initial Evaluation of Documents	HRMO
February 28- March 15, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
March 13, 2024	Background Investigation	HRMPSB Secretariat
March 19, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
March 21, 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.



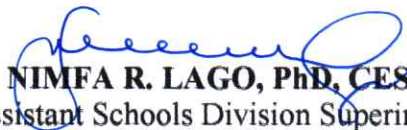

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7. Immediate dissemination and compliance of this Memorandum is enjoined.


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

References: As stated

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

HIRING RECLASSIFICATION SELECTION

AJS/DM –CONDUCT OF SELECTION FOR SEPS, ADAS III & ADAS II
___ /January 24 ,2024



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