



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

10 June 2024

DIVISIONAL MEMORANDUM

No. *169* , s. 2024

**CONDUCT OF SELECTION FOR ADMINISTRATIVE OFFICER II
 (HUMAN RESOURCE MANAGEMENT OFFICER 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 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 (Human Resource Management Officer I)	11	Bachelor's degree	NONE REQUIRED	NONE REQUIRED	Civil Service (Professional) Second 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;



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: ozamiz.city@deped.gov.ph



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- 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.

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	Anacleta 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
June 18, 2024	Orientation of Applicants for via <i>MS Teams</i> or <i>Google Meet</i>	Applicants, Personnel Unit and HRMPSB



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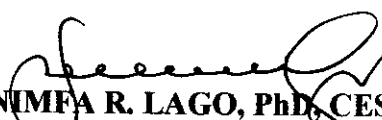


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June 21, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
June 24-26, 2024	Initial Evaluation of Documents	HRMO
June 27-July 12, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
July 10-12, 2024	Background Investigation	HRMPSB Secretariat
July 17-19, 2024	Interview/Deliberation en Banc/Further Evaluation of applicants for	HRMPSB & Applicants
July 22, 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, PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent *18*

References: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

HIRING GUIDELINES SELECTION

AJS/DM – CONDUCT OF SELECTION FOR ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I)
 /June 10, 2024



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