



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

25 June 2024

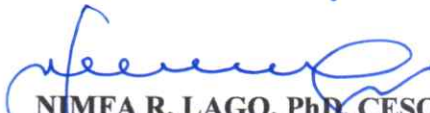
DIVISIONAL MEMORANDUM

No. 185 , s. 2024

**NOTICE ON POSTED SELECTION LINE-UP FOR
ADMINISTRATIVE OFFICER II POSITION**

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 is to inform the field that the Selection Line-Up for the Administrative Officer II position are already available and viewable at our Division Website: <https://ozamiz.deped.gov.ph/>
→ Resources → Issuances → Divisional Memoranda
2. The Recruitment and Evaluation processes were based on DepEd Order No. 007, s. 2023 otherwise known as “Guidelines on the Recruitment, Selection, and Appointment in the Department of Education”.
3. For inquiries/clarification on the results, feel free to contact our Personnel Unit via messenger account: [Hrmo-deped Ozamiz](#).
4. Further, this Office observed the Equal Employment Opportunity Principle (EEO) in all the steps undertaken in the recruitment and evaluation process. Hence, all decisions and actions were based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.


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

References: As stated
To be indicated in the Perpetual Index under the following subjects:
HIRING SELECTION LINE-UP RECRUITMENT
AJS/DM – Notice on Posted Selection Line-Up for Administrative Officer II
June 25, 2024



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Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO

SELECTION LINE UP

Vacant Position: **ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I)**
 Item No. : **OSEC-DECSB-ADOF2-660091-2024; OSEC-DECSB-ADOF2-660092-2024; OSEC-DECSB-ADOF2-660093-2024; OSEC-DECSB-ADOF2-660094-2024; OSEC-DECSB-ADOF2-660095-2024; OSEC-DECSB-ADOF2-660096-2024; OSEC-DECSB-ADOF2-660097-2024; OSEC-DECSB-ADOF2-660098-2024; OSEC-DECSB-ADOF2-660099-2024; OSEC-DECSB-ADOF2-660100-2024; OSEC-DECSB-ADOF2-660101-2024; OSEC-DECSB-ADOF2-660102-2024; OSEC-DECSB-ADOF2-660103-2024; OSEC-DECSB-ADOF2-660104-2024; OSEC-DECSB-ADOF2-660105-2024; OSEC-DECSB-ADOF2-660106-2024**

Education: **Bachelor's degree**
 Experience: **None Required**
 Training: **None Required**
 Eligibility: **Career Service Professional (Second Level Eligibility)**

QUALIFICATION STANDARD					
	Application Code	Education	Experience	Training	Eligibility
1	2024-AO2- 2001	BSBA-HRDM	ADAS II	INT'L CONFERENCE ON PROFESSIONAL LEARNING FOR NON-TEACHING PERSONNEL	CS PROF
2	2024-AO2- 2002	BS ACCOUNTANCY/BS ED	ADA VI	INTERNATIONAL TRAINING FOR NON TEACHING PERSONNEL	LET
3	2024-AO2- 2003	BEED SOC STUD	ADAS III	YEAR-END FINANCIAL RECON	LET
4	2024-AO2- 2004	BSBA	NONE	INTERNATIONAL SEMINAR ON LEADERSHIP	PD 907
5	2024-AO2- 2005	BSPT	NONE	NONE	CS PROF
6	2024-AO2- 2006	BS COMMERCE	ADAS II	INTERNATIONAL SEMINAR FOR NON TEACHING PERSONNEL	CS PROF
7	2024-AO2- 2007	BSC ACCTG-MGNT.	AO2	BOOKKEEPING WITH QUICKBOOKS ONLINE	LET
8	2024-AO2- 2008	BS ACCOUNTANCY	NONE	NONE	CS PROF
9	2024-AO2- 2009	BS COMMERCE	ADAS III	PERFORMANCE TARGET SETTING	CS PROF
10	2024-AO2- 2010	BSIT/BS ED	LIAISON STAFF	ORIENTATION ON CONTRACTOR ONLINE INFO APPLICATION	LET
11	2024-AO2- 2011	BS ACCOUNTANCY	ADAS III	YEAR-END RECON	CPA
12	2024-AO2- 2012	BSN	MEMBERS BENEFITS SUPERVISOR	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS	PRC NURSE
13	2024-AO2- 2013	BSIS/BS ED	ADAS III	YEAR-END FINANCIAL RECON	CS PROF/LET
14	2024-AO2- 2014	BS COMMERCE	AO II	CAPACITY BUILDING FOR NON-TEACHING PERSONNEL	CS PROF
15	2024-AO2- 2015	BS COMPSCI	ADA VI	NQMS WORKSHOP	CS PROF
16	2024-AO2- 2016	BEED SCIENCE AND HEALTH	ADA VI	IPOWER	LET
17	2024-AO2- 2017	BS COMMERCE /BS ED	ADAS III	2023 REGIONAL MIDYEAR RECON	CS PROF
18	2024-AO2- 2018	BSBA-FINANCIAL MANAGEMENT	CUSTOMER CARE COORDINATOR/ VIRGINIA FOOD, INC.	CREDIT AND COLLECTION 101 REFRESHER COURSE/ VIRGINIA FOOD, INC.	CSC PROF
19	2024-AO2- 2019	BEED ENGLISH	ADAS II	TRAINING IN PROPERTY & SUPPLY MGNT SYSTEM	LET

20	2024-AO2- 2020	BSBA	VIRTUAL MARKET RESEARCH INTERVIEWER	NONE	CS PROF
21	2024-AO2- 2021	BS ACCOUNTANCY	ADAS III	WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION PLANS	CS PROF
22	2024-AO2- 2022	BSBA/BSED	PAYROLL CLERK	COMPUTER LITERACY TRAINING	LET
23	2024-AO2- 2023	BSBA MKTG MANAGEMENT	NONE	SIGNATURE VERIFICATION & FORGERY DETECTION	LET
24	2024-AO2- 2024	BSCPE	NONE	NONE	CS PROF
25	2024-AO2- 2025	BSC MANAGEMENT ACCTG	ADAS II	ORIENTATION ON THE PROCEDURAL GUIDELINES ON THE MANAGEMENT OF CASH	CS PROF
26	2024-AO2- 2026	BSC BUS. ADMINISTRATION	ADAS III	YEAR END RECON	CS PROF/ LET
27	2024-AO2- 2027	BSED	NONE	NONE	LET
28	2024-AO2- 2028	BSBA MKTG MANAGEMENT/	ADA IV	BOOKKEEPING NC II	LET
29	2024-AO2- 2029	BS NURSING	ADA VI	INTERNATIONAL SEMINAR FOR NON-TEACHING PERSONNEL	PRC NURSING
30	2024-AO2- 2030	BSBA	NONE	NONE	CS PROF
31	2024-AO2- 2031	BSBA/BSED	NONE	NONE	LET
32	2024-AO2- 2032	BS ACCOUNTANCY	ACCOUNTANT	NONE	CS PROF
33	2024-AO2- 2033	BS COMP ENG./MAP CAR	ADAS II	24HRS DEPED RO RECON	CS PROF
34	2024-AO2- 2034	BSED	PROCESSOR-FIELD VALIDATION TEAM	Orientation on FVT and PPMO Staff	LET
35	2024-AO2- 2035	BS SOCIAL WORK	NONE	BASIC AND ADVANCED COMMUNICATION SKILLS	PRC SOCIAL WORKERS
36	2024-AO2- 2036	BSC MANAGEMENT ACCTG	ADAS II	INT'L LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE	CS PROF
37	2024-AO2- 2037	AB PSYCHOLOGY	NONE	NONE	PD 907
38	2024-AO2- 2038	BS ACCOUNTANCY	ADA I-CSC 2022-PRESENT	ORIENTATION ON SAFE SPACES ACT	CS PROF
39	2024-AO2- 2039	BSBA	ADAS II	ONE DAY WORKSHOP ON CASH DATABASE SYSTEM	CS PROF
40	2024-AO2- 2040	BSEST	ADA VI	NQMS WORKSHOP	CS PROF
41	2024-AO2- 2041	BS COMMERCE-MANAGEMENT	ADAS III	ORIENTATION SEMINAR OF SCHOOL HEADS & FINANCE PERSONNEL ON SCHOOL FINANCIAL MGNT	CS PROF
42	2024-AO2- 2042	BSBA/BSED	OFFICE STAFF	BASIC COMPUTER LITERACY	LET
43	2024-AO2- 2043	BS OFFICE ADMINISTRATION	AO II	CAPACITY BUILDING FOR NON-TEACHING PERSONNEL	PD 907
44	2024-AO2- 2044	BACHELOR OF ARTS IN SOCIOLOGY	ADAS II	2021 UPSKILLING OF NON-TEACHING PERSONNEL	LET 6/11/2025
45	2024-AO2- 2045	BS ACCOUNTANCY	ADAS II	WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION PLANS	CS PROF

46	2024-AO2- 2046	BS COMMERCE	ADAS II	INT'L SEMINAR WORKSHOP FOR NON-TEACHING PERSONNEL	CS PROF
47	2024-AO2- 2047	BSBA	ADAS III	INTERNATIONAL LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE	CS PROF
48	2024-AO2- 2048	BS OFFICE ADMINISTRATION	NONE	SEMINAR ON STRESS MANAGEMENT	LET
49	2024-AO2- 2049	BSBA	MONEY SORTER	BUSINESS EMPOWERMENT SALES TRAINING	CS PROF
50	2024-AO2- 2050	BTLE	NONE	NONE	LET
51	2024-AO2- 2051	AB-POL SCI/BSED SEC.	M.LHULLIER 2007-2013	NONE	LET 2026
52	2024-AO2- 2052	BSBA	ADA VI	INTERNATIONAL TRAINING FOR NON-TEACHING PERSONNEL	CS PROF
53	2024-AO2- 2053	BSAT	ADA III	LAWS AND RULES ON GOVERNMENT EXPENDITURES	CS PROF
54	2024-AO2- 2054	BSBA/BSED	ADAS III	CAPACITY BUILDING FOR NON-TEACHING PERSONNEL	LET
55	2024-AO2- 2055	BSBA/BSED	ADA IV	BOOKKEEPING WITH QUICKBOOKS ONLINE	LET
56	2024-AO2- 2056	BSAT	ADAS III	WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION PLANS	CS PROF
57	2024-AO2- 2057	BS IN CUSTOMS ADMINISTRATION	ADAS III	ORIENTATION SEMINAR OF SCHOOL HEADS & FINANCE PERSONNEL ON SCHOOL FINANCIAL MGMT	CSC PROF
58	2024-AO2- 2058	BS ACCOUNTANCY, MPA	ADAS III	REGIONAL WORKSHOP ON THE RECONCILIATION OF ACCOUNTS	CS PROF
59	2024-AO2- 2059	BS HOSPITALITY MANAGEMENT	FRONT DESK ASSOCIATE	NONE	PD 907
60	2024-AO2- 2060	BSED-TLE	ADAS III	24 HOURS/BUDGET EXECUTION/ DEPED/	LET
61	2024-AO2- 2061	BSC BA	ADAS II	INT'L TRAINING FOR NON-TEACHING PERSONNEL	CS PROF
62	2024-AO2- 2062	BS ACCOUNTANCY	AO I	RESPONSIBLE PUBLIC SECTOR UNIONISM	CS PROF
63	2024-AO2- 2063	BSBA	ADAS III	INTERNATIONAL SEMINAR FOR NON-TEACHING PERSONNEL	LET
64	2024-AO2- 2064	BEED-GEN.ED.	NONE	3 HOURS- CSC/LEADERSHIP & MANAGEMENT TRAINING	LET
65	2024-AO2- 2065	BSIT	ACCOUNTING CLERK	PUBLIC SERVICE VALUES OVERVIEW	CS PROF
66	2024-AO2- 2066	BSIT	NONE	NONE	CS PROF
67	2024-AO2- 2067	BSBA	ADAS III	IPOWER	CS PROF
68	2024-AO2- 2068	BS COMMERCE /BSED	ADAS II	INTERNATIONAL SEMINAR FOR NON TEACHING PERSONNEL	LET
69	2024-AO2- 2069	BS SOCIOLOGY	NONE	NONE	PD 907
70	2024-AO2- 2070	BS SOCIAL WORK	NONE	NONE	PRC SOCIAL WORKER
71	2024-AO2- 2071	BS ACCOUNTANCY	ADAS II	NONE	CS PROF
72	2024-AO2- 2072	BSBA/BSED	ADAS III	STREAMLINING THROUGH DIGITIZATION IN THE BUREAUCRACY	CS PROF
73	2024-AO2- 2073	BSAT	TECHNICAL STAFF	STRATEGIC DEVELOPMENT PLANNING WORKSHOP	CS PROF

74	2024-AO2- 2074	BS ACCOUNTANCY	ADAS III	WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION PLANS	CS PROF
75	2024-AO2- 2075	BS ELECTROMECHANICAL TECHNOLOGY	NONE	NONE	CS PROF
76	2024-AO2- 2076	BSBA	TELLER	NONE	CS PROF
77	2024-AO2- 2077	BS ICOMMERCE	ADAS III	INTERNATIONAL SEMINAR FOR NON-TEACHING PERSONNEL	
78	2024-AO2- 2078	BSBA	ADAS I	YEAR-END FINANCIAL RECON	CS PROF
79	2024-AO2- 2079	AB ENGLISH	CUSTOMER SERVICE REP	MASTERCLASS ON BOOKKEEPING AND TAXATION	CS PROF
80	2024-AO2- 2080	BSIT	BRANCH MANAGER	SEMINAR ON AMLA	CS PROF
81	2024-AO2- 2081	BSIT/JD	ADAS III-NUP/PNP 2015-PRESENT	NONE	CS PROF
82	2024-AO2- 2082	BSBA-COMPUTER MANAGEMENT/ MPA	ASSISTANT REGISTRAR	BASIC COMPUTER LITERACY	LET
83	2024-AO2- 2083	BS ACCOUNTANCY	BOOKKEEPER	NONE	LET
84	2024-AO2- 2084	BS AGRIBUSINESS	OFFICE STAFF	NONE	PRC AGRICULTURIST
85	2024-AO2- 2085	AB HISTORY	NONE	NONE	LET
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Prepared by:


ABEGAIL M. YOLDAN
 Administrative Officer II

Certified Correct:


ADDA LIZA J. SAQUIN
 AO-IV/PERSONNEL

Noted by:


DIONESIO L. LIWAGON JR. CESE
 Assistant Schools Division Superintendent
 Chairman, HRMP5B