



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

12 July 2024

**DIVISIONAL MEMORANDUM**

No. 197, 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](https://www.facebook.com/Hrmo-deped-Ozamiz).

4. Further, this Office observed the Equal Employment Opportunity Principle (EEOP) 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 *ps*

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  
/July 12, 2024



Address: IBJT Compound, Carangan, Ozamiz City  
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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-ADOF2-660288-2023; OSEC-DECSB-ADOF2-660289-2023; OSEC-DECSB-ADOF2-660290-2023; OSEC-DECSB-ADOF2-660059-2016;**  
 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-AO2-3001	BS ACCOUNTANCY/BSED	ADA VI	INTERNATIONAL TRAINING FOR NON TEACHING PERSONNEL	LET
2	2024-AO2-3002	BEED SOC STUD	ADAS III	YEAR-END FINANCIAL RECON	LET
3	2024-AO2-3003	BS COM ENG/CAR MASTER OF SCIENCE IN APPLIED MATHEMATICAL SCIENCES	NONE	NONE	CS PROF
4	2024-AO2-3004	BS COMMERCE	ADAS II	INTERNATIONAL SEMINAR FOR NON TEACHING PERSONNEL	CS PROF
5	2024-AO2-3005	BS COMMERCE	ADAS III	PERFORMANCE TARGET SETTING	CS PROF
6	2024-AO2-3006	BSN	MEMBERS BENEFITS SUPERVISOR	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS	PRC NURSE
7	2024-AO2-3007	BSN	MEMBERS BENEFITS SUPERVISOR	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS	PRC NURSE
8	2024-AO2-3008	BS COMPSCI	ADA VI	NQMS WORKSHOP	CS PROF
9	2024-AO2-3009	BSA	NONE ATTACHED	NONE ATTACHED	CS PROF - NO CERT
10	2024-AO2-3010	BEED SCIENCE AND HEALTH	ADA VI	IPOWER	LET
11	2024-AO2-3011	BS COMMERCE /BSED	ADAS III	2023 REGIONAL MIDYEAR RECON	CS PROF
12	2024-AO2-3012	BSIT	NONE ATTACHED	VALUES FOR INTEGRATION AND EFFECTIVE WORKSHOP	CS PROF
13	2024-AO2-3013	BEED ENGLISH	ADAS II	TRAINING IN PROPERTY & SUPPLY MGNT SYSTEM	LET
14	2024-AO2-3014	BSBA	CREDIT INVESTIGATOR/APPRaiser	COLLATERAL APPRAISAL	CS PROF
15	2024-AO2-3015	BS ACCOUNTANCY	ADAS III	WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION PLANS	CS PROF
16	2024-AO2-3016	BSBA MKTG MANAGEMENT	NONE	SIGNATURE VERIFICATION & FORGERY DETECTION	LET
17	2024-AO2-3017	BSA/BSED	ADAS III	ORIENTATION SEMINAR OF SCHOOL HEADS & FINANCE PERSONNEL ON SCHOOL FINANCIAL MGNT	LET



18	2024-AO2-3018	BSCPE	NONE	NONE	CS PROF
19	2024-AO2-3019	BSC MANAGEMENT ACCTG	ADAS II	ORIENTATION ON THE PROCEDURAL GUIDELINES ON THE MANAGEMENT OF CASH	CS PROF
20	2024-AO2-3020	BSC BUS. ADMINISTRATION	ADAS III	YEAR END RECON	CS PROF/ LET
21	2024-AO2-3021	BS NURSING	ADA VI	INTERNATIONAL SEMINAR FOR NON-TEACHING PERSONNEL	PRC NURSING
22	2024-AO2-3022	BSBA	ADAS II	CAPABILITY BUILDING OF NON-TEACHING PERSONNEL	CS PROF
23	2024-AO2-3023	BSBA	NONE	NONE	CS PROF
24	2024-AO2-3024	BS ACCOUNTANCY	ACCOUNTANT	NONE	CS PROF
25	2024-AO2-3025	AB-POL SCI	NONE	CENTER MANAGEMENT TRAINING FOR TECH4ED PROJECT	CS PROF
26	2024-AO2-3026	BS COMP ENG./MAP CAR	ADAS II	24HRS DEPED RO RECON	CS PROF
27	2024-AO2-3027	BSC MANAGEMENT ACCTG	ADAS II	INT'L LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE	CS PROF
28	2024-AO2-3028	BSBA-HRDM/BSED	CASHIER	BOOKKEEPING	LET
29	2024-AO2-3029	BSBA/BSED, MBA	NONE	NONE	LET
30	2024-AO2-3030	BS ACCOUNTANCY	ADA I-CSC 2022-PRESENT	ORIENTATION ON SAFE SPACES ACT	CS PROF
31	2024-AO2-3031	BSBA	ADAS II	ONE DAY WORKSHOP ON CASH DATABASE SYSTEM	CS PROF
32	2024-AO2-3032	BSEST	ADA VI	NQMS WORKSHOP	CS PROF
33	2024-AO2-3033	BS COMMERCE-MANAGEMENT	ADAS III	ORIENTATION SEMINAR OF SCHOOL HEADS & FINANCE PERSONNEL ON SCHOOL FINANCIAL MGNT	CS PROF
34	2024-AO2-3034	BEED	CLASS DIRECTRESS	ONLINE COMPUTER LITERACY PROGRAM	LET
35	2024-AO2-3035	BSBA	NONE	NONE	CS PROF
36	2024-AO2-3036	BACHELOR OF ARTS IN SOCIOLOGY	ADAS II	2021 UPSKILLING OF NON-TEACHING PERSONNEL	LET 6/11/2025
37	2024-AO2-3037	BS ACCOUNTANCY	ADAS II	WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION PLANS	CS PROF
38	2024-AO2-3038	BS IN INT'L RELATIONS/JURIS DOCTOR	NONE	18TH SERIES OF SHARIAH TRAINING SEMINAR	CS PROF
39	2024-AO2-3039	BSBA	ADAS III	INTERNATIONAL LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE	CS PROF
40	2024-AO2-3040	BS OFFICE ADMINISTRATION	NONE	SEMINAR ON STRESS MANAGEMENT	LET


41	2024-AO2-3041	AB-POL SCI/BSED SEC.	M.LHULLIER 2007-2013	NONE	LET 2026
42	2024-AO2-3042	BSBA	ADA VI	INTERNATIONAL TRAINING FOR NON-TEACHING PERSONNEL	CS PROF
43	2024-AO2-3043	BSAT	ADAS III	WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION PLANS	CS PROF
44	2024-AO2-3044	BS IN CUSTOMS ADMINISTRATION	ADAS III	ORIENTATION SEMINAR OF SCHOOL HEADS & FINANCE PERSONNEL ON SCHOOL FINANCIAL MGNT	CSC PROF
45	2024-AO2-3045	BS ACCOUNTANCY, MPA	ADAS III	REGIONAL WORKSHOP ON THE RECONCILIATION OF ACCOUNTS	CS PROF
46	2024-AO2-3046	BEED	SHIFT MANAGER MAY 2008-MAR 2011, SHIFT MANAGER JAN 2018-AUG 2018.	MODERN DAY SLAVERY: LABOUR PRACTICES AND HUMAN RIGHTS	LET; CSC PROF
47	2024-AO2-3047	BS COM SCI	ADA III	INTERNAL AUDITING STANDARDS FOR THE PHIL PUBLIC SECTOR	CS PROF
48	2024-AO2-3048	BSED-TLE	ADAS III	24 HOURS/BUDGET EXECUTION/ DEPED/	LET
49	2024-AO2-3049	BSC BA	ADAS II	INT'L TRAINING FOR NON-TEACHING PERSONNEL	CS PROF
50	2024-AO2-3050	BSBA, MPA, MBA	PRIVATE SECRETARY II	CYBER RESILIENCE: UNDERSTANDING THE EVOLVING LANDSCAPES OF DATA LEAKS	CS PROF
51	2024-AO2-3051	BS ACCOUNTANCY	AO I	RESPONSIBLE PUBLIC SECTOR UNIONISM	CS PROF
52	2024-AO2-3052	BSBA	ADAS III	INTERNATIONAL SEMINAR FOR NON-TEACHING PERSONNEL	LET
53	2024-AO2-3053	BSBA	ADAS III	IPOWER	CS PROF
54	2024-AO2-3054	BS COMMERCE /BSED	ADAS II	INTERNATIONAL SEMINAR FOR NON TEACHING PERSONNEL	LET
55	2024-AO2-3055	BS ACCOUNTANCY	ADAS II	NONE	CS PROF
56	2024-AO2-3056	BSBA/BSED	ADAS III	STREAMLINING THROUGH DIGITIZATION IN THE BUREAUCRACY	CS PROF
57	2024-AO2-3057	BEED	NONE	NONE	LET/CS PROF
58	2024-AO2-3058	DIPLOMA IN ASSOCIATE IN HEALTH SCIENCE EDUC./BSED	INSTRUCTOR, ASST DIRECTOR OF HRMO	PHILGEPS TRAINING FOR BUYERS	LET
59	2024-AO2-3059	BSAT	TECHNICAL STAFF	STRATEGIC DEVELOPMENT PLANNING WORKSHOP	CS PROF
60	2024-AO2-3060	BS ACCOUNTANCY	ADAS III	WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION PLANS	CS PROF
61	2024-AO2-3061	BS ICOMMERCE	ADAS III	INTERNATIONAL SEMINAR FOR NON-TEACHING PERSONNEL	CS PROF
62	2024-AO2-3062	BS IN ACCOUNTING TECH	NONE	NONE	LET/CS PROF
63	2024-AO2-3063	BSN/BSC MGNT. ACCTG., BSED/MPA-CAR	ADAS III OZAMIZ 2019-2023	INT'L TRAINING IN THE DIGITAL WORKPLACE	LET

64	2024-AO2-3064	BSBA/ BSED, MPA	ACCOUNTING CLERK MAY 2015-JULY 2022, BOOKKEEPER AUG 2022- FEB 2023	NC II BOOKKEEPING, TECHNICAL WRITING: MASTERING THE ART OF PROFESSIONAL WRITING	LET
	XXXXX				


Prepared by:

Certified Correct:

Noted by:

  
**ABIGAIL M. YOLDAN**  
 Administrative Officer II

  
**ADD LIZA J. SAQUIN**  
 AO-IV/PERSONNEL

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