



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

5 September 2024

DIVISIONAL MEMORANDUM

No. 25, s. 2024

**CONDUCT OF SELECTION FOR ADMINISTRATIVE OFFICER IV
 (HRMO II)**

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

1. This Office calls for the submission of Applications for Administrative Officer IV (HRMO 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	Place of Assignment
Administrative Officer IV (HRMO II)	15	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	DEPED OZAMIZ

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;



Address: IBJT Compound, Carangan, Ozamiz City
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- 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.

N.B. All documents prepared, endorsed and approved on any date after the posting of this memorandum shall not be credited. Hence, the applicant will not receive points on the concerned criterion.

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	Nick Raynier M. Paez
	Atty. Vincent Sheldon A. Zabala	Maricel D. Avila
	Dorothy Joy B. Yting	Ivy J. Cabual



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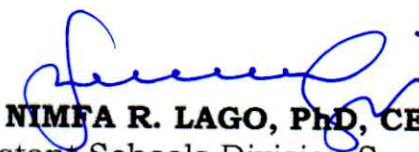
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
	Chief/ School Head where the vacancy exists	
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

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

Schedule	Activity/Output	In-Charge
September 12, 2024	Orientation of Applicants via Google Meet	Applicants, Personnel Unit and HRMPSB
September 18, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
September 19-20, 2024	Initial Evaluation of Documents	HRMO
September 23-October 10, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
October 8, 2024	Background Investigation	HRMPSB Secretariat
October 14-18, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
October 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.

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 RECRUITMENT SELECTION



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AJS/DM – Conduct of Selection for Administrative Officer IV (HRMO II)
 ___ /September 5, 2024

Enclosure No. 1 to Division Memorandum No. ____, s.2024

Table 1. Point System for Evaluative Assessment: Non-Teaching Positions

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-22 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L&D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100

KRA	DUTIES AND RESPONSIBILITIES
RECORDS MANAGEMENT SYSTEM	<p>Establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records.</p> <p>Implement means of recording or preserving of information on paper, print, tape, scanning, micro fiche or any transmitting medium as needed.</p>



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Implement policies and guidelines on records disposition to determine the ultimate fate of various records.

Assist in the preparation and maintenance of a continuing program for the management, preservation and disposition of records

Establish and maintain a configuration for a clean and orderly records storage room that will ensure safety and security of records but easy access and retrieval as needed.

Verify and certify documents emanating from the SDO or documents in possession.

Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents.

RECEIVING AND RELEASING

Monitor critical documents received for the SDO for recording, routing, and tracking to be able to respond to management's queries on such documents.

**DOCUMENTATION
AUTHENTICATION AND
VERIFICATION**

Receive request for document authentication and verification as well as copy of the document then implement protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why



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REPORTING

document can't be authenticated.

Represents the agency in court to comply with subpoenas duces tecum

Assist AO V in the preparation of annual reports and other required administrative reports

Provide details and mechanics relevant to the schools division, for the process of conducting an annual inventory of records to determine physical condition of records and identify those for retention, maintenance, storage, preservation and disposition.

Prepare report on the conduct and findings of the annual inventory of records and submit recommendations for retention, maintenance, storage, preservation and disposition

TECHNICAL ASSISTANCE

Conduct training/ orientation on records management to staff in the schools division, schools and learning centers.

Provide technical assistance and interventions to support effective records management in the schools and learning centers in the schools division.

UNIT PERFORMANCE

Assist AO V in planning, directing and supervising activities of Administrative Services



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Determine and implements the (Record) unit's operational plans, identifies and acquires resource requirements.

Provide feedback on the performance of the Administrative Aide assigned to Records.



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