



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

13 September 2024

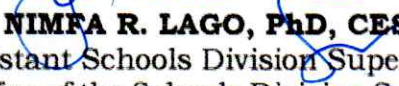
DIVISIONAL MEMORANDUM

No. *219*, s. 2024

**NOTICE ON POSTED SELECTION LINE-UP FOR
ADMINISTRATIVE SUPPORT II (COS-SBFP) POSITION**

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 is to inform the field that the Selection Line-Up for the Administrative Support II (COS-SBFP) 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 abide with the guidelines stipulated in Memorandum dated November 30, 2023, otherwise known as "Guidelines on the Hiring of SBFP Feeding Coordinators Under Contract of Service (COS) for the School-Based Feeding Program (SBFP)".
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

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 Support II (COS-SBFP)
— /September 13,,2024



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PANDONG
#PadayonAsensoOzamiz



Republic of the Philippines
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 REGION X – NORTHERN MINDANAO

SELECTION LINE UP

Vacant Position: **ADMINISTRATIVE SUPPORT II (COS) SBFP**
 Education: Completion of at least two (2) years in college; or Senior High School graduate with specialization relevant to the job
 Experience: 1 year of relevant experience
 Training: 8 hours of relevant training

QUALIFICATION STANDARD				
	Application Code	Education	Experience	Training
1	2024-ASIIICOS-001	BSBA	9.5 YEARS / ASSISTANT BRANCH MANAGER	INTERNATIONAL SEMINAR /80 HRS
2	2024-ASIIICOS-002	BSBA	ONLINE LEGAL ASSISTANT / 1 YEAR	16 HOURS/ TRAINING
3	2024-ASIIICOS-003	BSC	6 YEARS/ JO-COS	ACCOUNTING RELATED TRAINING
4	2024-ASIIICOS-004	BSBA	5 YEARS/ CASHIER	BOOKKEEPING NCHI
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Prepared by:


DINALYN A. RAMAYRAT
 Administrative Assistant III

Certified Correct:


ADDA LIZA J. SAQUIN
 AO-IV/PERSONNEL

Noted:


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