



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

13 November 2024

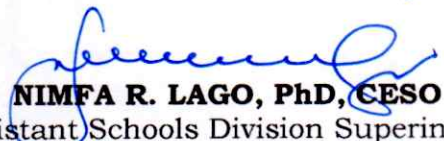
DIVISIONAL MEMORANDUM

No. 341 , s. 2024

**NOTICE ON POSTED SELECTION LINE-UP FOR
ADMINISTRATIVE OFFICER IV (HRMO II) 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 Officer IV (HRMO II) position is 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 (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 Officer IV (HRMO II)
November 13, 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 IV (HRMO II)**
 Item No. : OSEC-DECSB- ADOF4-660052-2014
 Education Bachelor's degree
 Experience 1 year of relevant experience
 Training 4 hours relevant training
 Eligibility Career Service (Professional) 2nd Level Eligibility


QUALIFICATION STANDARD					
	Application Code	Education	Experience	Training	Eligibility
1	2024-ADOF4-001	BS COMPUTER SCIENCE/MBA	AO II FOR 3 YEARS	THE EFFECTIVE APPROACH OF ORGANIZING FILES AND RECORDS IN GOVERNMENT OFFICE	CS PROF
2	2024-ADOF4-002	BSBA- MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT	ADMINISTRATIVE ASSISTANT 1 FOR 1 YEAR/ DOH REHABILITATION CENTER BUKIDNON	RE-ORIENTATION ON THE ADMINISTRATION OF THE NEW DOH COMPETENCY CATALOGUE IN THE DEPARTMENT OF HEALTH	CSC PROF
3	2024-ADOF4-003	BS INTERNATIONAL RELATIONS	TEACHNICAL ASSISTANT FOR 1.7 YRS	ECO-GUIDING TRAINING	CSC PROF
4	2024-ADOF4-004	BS OFFICE ADMINISTRATION/ MPA	AO II FOR 3 YEARS	INTERNATIONAL SEMINAR WORKSHOP ON CONTINUOUS BUILDING COMPETENCE FOR NON-TEACHING PERSONNEL	CS PROF
5	2024-ADOF4-005	BA ISLAMIC STUDIES MAJOR IN SHARIAH LAW	FARM SUPERVISOR FOR 2 YEARS / CITY AGRICULTURE OFFICE	SUPERVISORY DEVELOPMENT COURSE TRACK 1 (SDC1)	HONOR GRADUATE ELIGIBILITY
6	2024-ADOF4-006	BS ACCOUNTANCY/ MBA	AO II FOR 4 YEARS	RECORDS COUNTER DISASTER PREPAREDNESS AND BUSINESS CONTINUITY	CS PROF
7	2024-ADOF4-007	BS COMPUTER SCIENCE/ MPA	AO II FOR 6 YEARS	EFFECTIVE PROCEDURES AND BEST PRACTICES IN MANAGING PUBLIC RECORDS	CS PROF
8	2024-ADOF4-008	BS COMPUTER ENGINEERING / BSED	AO II FOR 2 YEARS	EFFECTIVE PROCEDURES AND BEST PRACTICES IN MANAGING PUBLIC RECORDS	LET
9	2024-ADOF4-009	BS OFFICE ADMINISTRATION	AO II FOR 4 YEARS	CAPACITY BUILDING FOR NON-TEACHING PERSONNEL	HONOR GRADUATE
10	2024-ADOF4-010	BS COMMERCE/ MPA	AO II FOR 4 YEARS	IMPROVING THE ORGANIZATION AND CONTROL OF FILES FOR EFFECTIVE RECORDKEEPING	CS PROF
11	2024-ADOF4-011	BS ACCOUNTANCY/ MBA	AO IV FOR 8 YEARS	OSDS MANAGEMENT PROGRAM IMPLEMENTATION REVIEW AND UPDATING OF QMS OPERATIONS MANUAL WORKSHOP	CS PROF
12	2024-ADOF4-012	BA PSYCHOLOGY	NUP ADMIN ASSISTANT II FOR 7 YEARS	GENDER AND DEVELOPMENT SEMINAR	CSC PROF

13	2024-ADOF4-013	BEEED	ADAS II FOR 8 YEARS	COMPREHENSIVE LEAVE ADMINISTRATION PROGRAM	CS PROF/ LET
14	2024-ADOF4-014	BS COMMERCE/ MPA	ADA VI FOR 6 YEARS & TII FOR 4.4 YEARS	PUBLIC FINANCIAL MANAGEMENT IN A DIFFICULT AND CHANGING ENVIRONMENT	CSC PROF/ LET
	XXXXX				


Prepared by:


DINALYN A. RAMAYRAT
 Administrative Assistant III

Certified Correct:


ADDALIZA J. SAQUIN
 AO-IV/PERSONNEL

Noted by:


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