



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

12 March 2025

DIVISIONAL MEMORANDUM
No. 104, s. 2025

CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) AND SECURITY GUARD I FOR OZAMIZ CITY SCHOOL OF ARTS AND TRADES

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 Assistant III (Senior Bookkeeper), Administrative Assistant II (Accounting Clerk III) and Security Guard I positions for Ozamiz City School of Arts and Trades.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023 and DepEd Order No. 21, s.2024, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)	9	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub professional) First Level Eligibility	OCSAT
Administrative Assistant II (Accounting Clerk III)	8	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub professional) First Level Eligibility	OCSAT
Security Guard I	3	High School Graduate	None Required	None Required	Security Guard License (MC 10, 2013, Cat. IV)	OCSAT



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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

3. All interested applicants shall submit the following documentary requirements to OCSAT:

- 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;
- 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. Guided by the policy of the Department to uphold the principles of *Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity* in the recruitment, selection, and appointment of personnel in the Department and in adherence to the internal policy and procedures set forth by the Human Resource Merit Promotion and Selection Board (HRMPSB) as provided in the existing resolutions, all documents prepared, endorsed and approved **on any date after the posting of this memorandum shall not be credited**. Hence, no points shall be given. Further, the reckoning period of the documents which shall be credited shall be from January-June 2024.



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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

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

Schedule	Activity/Output	In-Charge
March 21, 2025	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants and School HRMPSB
March 28, 2025	Deadline for submission of pertinent documents to OCSAT	Applicants and School HRMPSB
April 1-3, 2025	Initial Evaluation of Documents	School HRMO
April 7-24, 2025	Posting of Selection Line-Up	School HRMO
April 28-29, 2025	Background Investigation	School HRMPSB Secretariat
May 5-7, 2025	Interview/Deliberation en Banc/Further Evaluation	School HRMPSB & Applicants
May 9, 2025	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	School HRMPSB

5. 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.

6. Immediate dissemination and compliance of this Memorandum is enjoined.

NIMFA R. LAGO, PH.D., 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 RECLASSIFICATION SELECTION

AJS/DM – CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) AND SECURITY GUARD I FOR OZAMIZ CITY SCHOOL OF ARTS AND TRADES

___ /March 12, 2025



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph

