



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

24 June 2025

DIVISIONAL MEMORANDUM

No. 207, s. 2025

NOTICE ON POSTED SELECTION LINE-UP FOR ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I) 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 Administrative Officer II (Human Resource Management Officer I) 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.
3. For inquiries/clarification on the results, feel free to contact our Personnel Unit via DepEd email account: addaliza.saguin@deped.gov.ph.
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 AO II (Human Resource Management Officer I) Position
June 24, 2025



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Republic of the Philippines
Department of Education
Region X – Northern Mindanao
SCHOOLS DIVISION OF OZAMIZ CITY
City of Ozamiz
TeleFax No. (088) 545-0990/ 545-0988



SELECTION LINE UP

Vacant Position:

Item No. :

Education

Experience

Training

Eligibility

ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I)

OSEC-DECSB-ADOF2-660249-2021; OSEC-DECSB-ADOF2-660060-2016

Bachelor's degree

None Required

None Required

Civil Service (Professional) Second Level Eligibility

QUALIFICATION STANDARD

	Application Code	Education	Experience	Training	Eligibility
1	2025-AO2-001	BS Tourism Management	*Shift Manager - 3/20/2023 - present - Hedo Fastfood	NONE	Honor Graduate Eligibility
2	2025-AO2-002	BEED	ADAS II (JOB ORDER BASIS) AT DPWH REGION X FROM JULY 18, 2017 TO DEC. 31, 2024	NONE	LET
3	2025-AO2-003	BSC-MGMT ACCTG	*BRANCH LITE UNIT HEAD- 09/22/2009-PRESENT (1ST VALLEYBANK)	*292 HRS BOOKKEEPING NCH- 07/27/2023 (TESDA)	CSC-PROF
4	2025-AO2-004	BSC-MGNT., BSN	ADAS II 2E23:F25021-PRESENT	INT'L SEMINAR WORKSHOP ON CONT. BUILDING OF COMPETENCE FOR NON-TEACHING PERSONNEL	CS PROF
5	2025-AO2-005	BACHELOR OF TECHNOLOGY AND LIVELIHOOD EDUCATION MAJOR IN INDUSTRIAL ARTS	NONE	NONE	LET
6	2025-AO2-006	BSC MAJOR IN MANAGEMENT ACCOUNTING	ADAS III (SENIOR BOOKKEEPER) 07/08/2022- Present ACTING DEPT. HEAD ACCOUNTANT - 08/01/2019 - 7/7/2022 ACTING DEPT. HEAD ACCOUNTANT - 8/1/2019 - 7/7/2022	Seminar-Workshop on the Preparation and Submission of Budget Execution Documents for FY 2025 for Non-IUs Schools 9/24-25/2024	CSC PROF
7	2025-AO2-007	BS PUBLIC ADMINISTRATION; MPA	NONE	CBMS TRAINING- PSA/ JULY 25, 2022 TO AUGUST 2, 2022	LET
8	2025-AO2-008	1. BS - INFORMATION MANAGEMENT 2. MAED	ADAS II (DISBURSING OFFICER) 01/08/2020- Present	Enhancement Training on Workplace Productivity and Efficiency for Non-teaching Personnel- Batch 2- November 7-9, 2024	CSC PROF & LET
9	2025-AO2-009	BSBA	NONE	NONE	CSC PROF
10	2025-AO2-010	BS- COMMERCE MAJOR MANAGEMENT ACCOUNTING	Administrative Officer II (HRMO I) 01/03/2022- Present ADAS II -01/21/2016- 01/02/2022	Onboarding and Reorientation of Administrative officer II (HRMO I) 02/28-03/01/2024	CSC PROF & LET
11	2025-AO2-011	BSBA	NONE	NONE	PD NO. 907 (MAGNA CUM LAUDE)
12	2025-AO2-012	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	*CASHIER/TELLER- 10/22/2016-05/29/2017 (TEKTON ENTRE MULTIPURPOSE COOP)	NONE	CSC-PROFESSIONAL
13	2025-AO2-013	BS FORESTRY	NONE	NONE	FORESTER LICENSURE EXAM
14	2025-AO2-014	BSBA - HRM	NONE	NONE	CSC PROF
15	2025-AO2-015	2 YEAR COURSE- CERT OF GEN. MEDWIFERY; BEED; CAR-MPA	ADMINISTRATIVE ASSISTANT II- DEPED 11/03/2016 TO PRESENT	Enhancement Training on Workplace Productivity and Efficiency for Non-Teaching Personnel - 10/19,21,22/2024	LET;
16	2025-AO2-016	BSIT	NONE	NONE	CSC PROF

17	2025-AO2-017	B.A SOCIOLOGY	TUPAD COORDINATOR- DOLE/ APRIL 1, 2023 TO DECEMBER 31, 2024	ADVOCATING GREEN AGENDA PROGRAM (AGAP). LEADERSHIP AND MANAGEMENT TRAINING / CSC	HONOR GRADUATE ELIGIBILITY (MAGNA CUM LAUDE)
18	2025-AO2-018	BSC; CERT IN GOVERNMENT MANAGEMENT (36 UNITS)	AGRARIAN REFORM PROGRAM OFFICER I 2015-2022 (DAR)	NONE	CSC-PROF; PBET
19	2025-AO2-019	BS- ACCOUNTANCY	ADAS III (SENIOR BOOKKEEPER) 09/01/2022- Present	Orientation Seminar of School Heads and Finance Personnel on School Financial Management- (06/6-7/2023	LET
20	2025-AO2-020	BSCPE	NONE	NONE	CS PROF
21	2025-AO2-021	BSC MAJOR IN MANAGEMENT ACCOUNTING	ADAS II (DISBURSEMENT OFFICER) 05/03/2018 - PRESENT	Enhancement Training on Workplace Productivity and Efficiency for Non- Teaching Personnel - 11/7-9/2024	CSC PROF
22	2025-AO2-022	BSBA - FINANCIAL MANAGEMENT	Assistant Branch Manager - 1/8/2017 - Michel J. Lhuillier Financial Services Inc.	Competency-Based Performance Management Training for Administrative & Non-Teaching Personnel	CS Prof
23	2025-AO2-023	BS ECE	NONE	NONE	CSC PROF
24	2025-AO2-024	BSA; JURIS DOCTOR; MAED-GUIDANCE AND COUNSELING	NONE	DEVELOPING CORE SKILLS FOR ADMINISTRATORS TRAINING	LET
25	2025-AO2-025	BSBA	NONE	ACCOUNTANCY AND BUSINESS MANAGEMENT/ 1ST VALLEY BANK/ NOVEMBER 27-DECEMBER 10, 2019	PD NO 907 (CUM LAUDE)
26	2025-AO2-026	BS TECHNOLOGY COMMUNICATIOIN MANAGEMENT	NONE	NONE	PD NO. 907 (CUM LAUDE)
27	2025-AO2-027	BSBA - FINANCIAL MANAGEMENT	*Admin Aide III - 12/1/2015- 7/7/2019 - OCNHS *Admin Aide VI - 7/8/2019- 11/15/2022 - OCNHS *Admin Assistant II - 11/16/2022- present - OCNHS	*PhilGEPS Online Training for Buyers - Feb. 26-27, 2021 *Cash Management & Control System - Sept. 11- 13, 2023 *Enhancement Training on Workplace Productivity and Efficiency for Non-Teaching Personnel - Nov. 7-9, 2024 *Workshop for RO, SDO and IU for Reconciliation of GSIS Remittance from FY 2011 to FY 2023	CS PROF
28	2025-AO2-028	BS COM. SCI. ; BSED	*GENERAL MANAGER - OROQ CITY EMP. MULTI-PURPOSE COOP	*5th National Managers' Conference - Nov. 16-18, 2023	LET
29	2025-AO2-029	BSBA - FM	NONE	NONE	CSC-PROF
30	2025-AO2-030	BSBA	NONE	NONE	CSC PROF
31	2025-AO2-031	BSC MANAGEMENT ACCTG	ADMINISTRATIVE ASSISTANT II-DEPED	INT'L LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE	CS PROF
32	2025-AO2-032	BEED	ONSITE IT SUPPORT/ ML IDENTIFICATIOIN TECHNOLOGY INC.	NONE	LET
33	2025-AO2-033	BS - HISTORY	NONE	NONE	CSC PROF


34	2025-AO2-034	BSBA - MARKETING MANAGEMENT	*Supervisor - 5/10/2018-1/27/2025 - Veloso Ventures Corp.	*Document control & implementation training - Feb. 27, 2025 - Stellar Training Consultancy Services *Records & Information Management Training- 2/26/2025 - Stellar Training Consultancy Services *Workplace conflict resolution and management training - 2/21/2025 - Stellar Training Consultancy Services *Administrative Assistance & Office Operations Training - 2/3-5/2025 - Stellar Training Consultancy Services *Inventory control & management training - 1/29/2025 - Stellar Training Consultancy Services	CS Prof
35	2025-AO2-035	BSBA - FINANCIAL MANAGEMENT	*Front-Line Associate (Teller) - 9/16/2016-present - Michel J. Lhuillier Financial Services Inc.	*10-day Certification Course: Competency-Based Performance Management Training for Administrative & Non-Teaching Personnel	CS Prof
36	2025-AO2-036	B.A, PSYCHOLOGY	NONE	NONE	PLE
37	2025-AO2-037	BS IN MECHANICAL ENGINEERING	*PROJECT MANAGER, 7/2/2024 - 1/16/2025, HAYAMA INDUSTRIAL CORPORATION *SENIOR PROJECT MANAGER, 10/16/2020 - 12/31/2022, COSTPLUS INC. *PROJECT MANAGER, 1/20/2020 - 10/15/2020, MEGA FISHING CORPORATION	NONE	PRC - Mechanical Engineer
38	2025-AO2-038	BSBA - FINANCIAL MANAGEMENT	*Admin Aide VI - 3/31/2023 - present	*2weeks Masterclass on Philippine Taxation, Bookkeeping & Payroll - 1/27/2025-2/7/2025 - EZACC Training Center *The Strategic Role of Human Resources in Shaping Organizational Success - 9/30/2025 *Orientation-Seminar for School Heads and Other School Leaders on Omnibus Rules on Appointments and Other Human Resource Actions - 5/16-18/2025	CS Prof
39	2025-AO2-039	BS-ED-ENGLISH	NONE	NONE	LET
40	2025-AO2-040	BEED (GENERAL)	NONE	Training on "Perform Computer Operations" Common Competency - 01/30 - 02/09/2023	LET
41	2025-AO2-041	BSBA	JUNIOR MARKETING OFFICER/OZAMIZ A+ CREDIT CORP. JULY 2013 TO OCTOBER 2017	INTERNATIONAL SEMINAR ON LEADERSHIP AND OFFICE ADMINISTRATION/ FEB 1-10, 2021- CPD/CFT TRAINING CENTER	CSC PROF
42	2025-AO2-042	BSA	*TAX COMPLIANT ACCOUNTANT FROM MARCH 8, 2023 - DEC. 6, 2024 AT LIQUID PACKAGING CORPORATION *INTERNAL AUDIT STAFF FROM AUGUST 22, 2019 TO JANUARY 22, 2021 AT SUAREZ & SONS, INC. *	*11TH PICPA CEBU SUMMIT ON JULY 10-11, 2024 *SGV CEBU TAX BASE: YEAR END TAX COMPLIANCE REMINDERS AND TAX COMPLIANCE 101 SEMINAR ON NOVEMBER 20, 2023	CSC-PROF
43	2025-AO2-043	BS - PSYCHOLOGY (CUM LAUDE)	NONE	NONE	CSC - HONOR GRADUATE
44	2025-AO2-044	BS ACCOUNTANCY; CAR-MPA	ADAS II - June 16 2014 - present School Registrar 2024-2025 ADA I - July 15, 2011 - June 15, 2014	2024 2nd PAGBA Quarterly Seminar and Meeting with the theme "Responding to the Continuing Challenges of Innovations and Technology to Public Financial Management" August 21-24, 2024	CSC PROF
45	2025-AO2-045	BSBA/BS-ED	ADAS III	CAPACITY BUILDING FOR NON-TEACHING PERSONNEL	LET

46	2025-AO2-046	BSBS-HM	LOCAL YOUTH DEVELOPMENT OFFICER - 01/12/2023 TO 12/31/2024; TOURISM OFFICER- 01/16/2024 TO APRIL 30, 2024	MANAGING HUMAN CAPITAL: BEST PRACTICES IN HUMAN RESOURCE MANAGEMENT	CSC PROF; BARANGAY OFFICIAL ELIGIBILITY
47	2025-AO2-047	BEED	None	NONE	LET
48	2025-AO2-048	BS IN ACCOUNTING TECH	* ADAS III - 11/10/2017 - PRESENT	* CY 2024 Clustered Training on the Updates of the Revised IRR - Oct 7-11, 2024 *Preparation and Submission of BEDS - Sept. 24-24, 2024	CS PROF
49	2025-AO2-049	BSBA - HRM (CUM LAUDE); MBA (DIPLOMA)	NONE	NONE	CSC - HONOR GRADUATE
50	2025-AO2-050	BS COM. SCI.	ADMINISTRATIVE AIDE III - DEPED	YEAR-END ADJUSTMENT, WITHHOLDING TAXES	CSC PROF
51	2025-AO2-051	BSBS - FINANCIAL MANAGEMENT	*Customer Service Representative- New Accounts - 5/1/2014-8/7/2022 - Metropolitan Bank & Trust Company	DATA BREACH MANAGEMENT: PREVENTION & CONTROL E-LEARNING	CS Prof
52	2025-AO2-052	BS PSYCHOLOGY	NONE	NONE	CERTIFIED PSYCHOMETRICIAN
53	2025-AO2-053	BSA	CUSTOMER SERVICE REPRESENTATIVE 07/2020 TO 11/2023	NONE	CSC PROF
54	2025-AO2-054	BS SOCIAL WORK	NONE	NONE	SOCIAL WORKER LICENSURE EXAM
55	2025-AO2-055	BSBA MAJOR IN ENTREPRENEURIAL MARKETING	*ADA III, 1/3/2024 - PRESENT, OCNHS *UTILITY AIDE, 4/11/2023 - 12/31/2023, OCNHS *COLLECTION OFFICER, 5/2/2019 -	ADVANCED COMPUTER SKILLS TRAINING, 80 HRS, 6/11/2022 - 7/10/2022	CSC PROF
56	2025-AO2-056	BS COMMERCE /BSED	ADMINISTRATIVE ASSISTANT II-DEPED	INTERNATIONAL SEMINAR FOR NON TEACHING PERSONNEL	LET
57	2025-AO2-057	BS - AGRICULTURE (CUM LAUDE)	NONE	NONE	CSC - HONOR GRADUATE
58	2025-AO2-058	BSBA; MBA	SALES ADMIN HEAD- RSEC ENTERPRISE/ OCTOBER 10, 2010 TO PRESENT	BUSINESS ANALYTICS CONCEPTS AND FRAMEWORKS	CS PROF
59	2025-AO2-059	BSIT	COS-DAR /2021-2024	BARC PROVINCIAL TRAINERS TRAINING	CSC-PROF
60	2025-AO2-060	BS SOCIAL WORK	NONE	NONE	RC - SOCIAL WORKE
61	2025-AO2-061	BSBA -MARKETING MANAGEMENT	NONE	NONE	CSC-PROF
62	2025-AO2-062	BSBA - HRM	NONE	NONE	CSC-PROF
63	2025-AO2-063	BS IN ISLAMIC STUDIES MAJOR IN SHARIAH, CUM LAUDE	NONE	18TH SERIES OF SHARIAH TRAINING SEMINAR	CSC (HONOR), SHARIAH'S BAR PASSER
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Prepared by:


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AO II

Certified Correct:


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Noted by:


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Assistant Schools Division Superintendent