26 June 2025

DIVISIONAL MEMORANDUM
No. 𝟤𝟢 **,** **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.saquin@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 26, 2025

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:	**ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I)**
Item No. :	**OSEC-DECSB-ADOF2-660332-2025; OSEC-DECSB-ADOF-660333-2025; OSEC-DECSB-ADOF2-660334-2025; OSEC-DECSB-ADOF2-660335-2025; OSEC-DECSB-ADOF-660336-2025; OSEC-DECSB-ADOF2-660337-2025; OSEC-DECSB-ADOF2-660338-2025; OSEC-DECSB-ADOF-660339-2025; OSEC-DECSB-ADOF2-660340-2025; OSEC-DECSB-ADOF2-660341-2025; OSEC-DECSB-ADOF-660342-2025; OSEC-DECSB-ADOF2-660343-2025; OSEC-DECSB-ADOF2-660344-2025; OSEC-DECSB-ADOF-660345-2025; OSEC-DECSB-ADOF2-660346-2025; OSEC-DECSB-ADOF2-660347-2025; OSEC-DECSB-ADOF-660348-2025; OSEC-DECSB-ADOF2-660349-2025; OSEC-DECSB-ADOF2-660350-2025;**
Education:	**Bachelor's degree**
Experience:	**None Required**
Training:	**None Required**
Eligibility:	**Civil Service (Professional) Second Level Eligibility**

	QUALIFICATION STANDARD				
	Application Code	**Education**	**Experience**	**Training**	**Eligibility**
1	**2025J-AO2-001**	BSC-MGMT ACCTG	*BRANCH LITE UNIT HEAD-09/22/2009-PRESENT (1ST VALLEYBANK)	*292 HRS BOOKKEEPING NCII-07/27/2023 (TESDA)	CSC-PROF
2	**2025J-AO2-002**	BSC-MGNT., BSN	ADAS II 2021-PRESENT	INT'L SEMINAR WORKSHOP ON CONT. BUILDING OF COMPETENCE FOR NON-TEACHING PERSONNEL	CS PROF
3	**2025J-AO2-003**	BSC-BA	ADAS II 2018-PRESENT	SOEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION OF BUDGETEXECUTION DOCUMENTS	CS PROF
4	**2025J-AO2-004**	BSC-ACCOUNTING MANAGEMENT, MPA	AO II 2023-PRESENT	INCLUSIVE EDUCATION FOR SA, TEACHERS AND NT PERSONNEL: AN ADVANCED LEADERSHIP TRAINING SEMINAR	LET
5	**2025J-AO2-005**	BS PSYCHOLOGY	AO 2018-2020	STRESS, CONFLICT, ANGER AND TIME MANAGEMENT	LET
6	**2025J-AO2-006**	BSBA	NONE	NONE	CS PROF
7	**2025J-AO2-007**	BSED	NONE	SALN OVERVIEW	LET
8	**2025J-AO2-008**	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
9	**2025J-AO2-009**	BS NURSING	MEMBERS BENEFITS SUPERVISOR 2000-2023	INTERNATIONAL SEMINAR ON LEADERSHIP AND OFFICE ADMINISTRATION	PRC NURSE
10	**2025J-AO2-010**	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

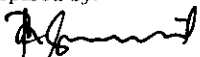|					
11	2025J-AO2-011	BSC,MPA	LICENSE INSPECTOR II 2007-PRESENT	SUPERVISING DEVELOPMENT COURSE TRACK I	CS PROF
12	2025J-AO2-012	BSBA			CS PROF
13	2025J-AO2-013	BS- COMMERCE MAJOR MANAGEMENT ACCOUNTING	Administrative Officer II (HRMO I) 01/03/2022- Present ADAS II -01/21/2016-01/02/2022	Onboarding and Reorientaion of Administraive officer II (HRMO I) 02/28-03/01/2024	CSC PROF & LET
14	2025J-AO2-014	BS COMP SCIENCE	ADA VI 2023-PRESENT	COOPERATIVE STRATEGIC PLANNING	CS PROF
15	2025J-AO2-015	BS IT	NONE	NONE	CS PROF
16	2025J-AO2-016	BSC-BANKING AND FINANCE	ADAS III 2021-PRESENT	PREPARATION OF THE 2026 PROPOSED BUDGET	CS PROF
17	2025J-AO2-017	BEED	SCHOOL STAFF	BASIC COMPUTER LITERACY	LET
18	2025J-AO2-018	2 YEAR COURSE- CERT OF GEN. MEDWIFERY; BEED; CAR-MPA	ADMINISTRATIVE ASSISTANT II-DEPED 11/03/2016 TO PRESENT	Enhancement Training on Workplace Productivitty and Efficiency for Non-Teaching Personnel - 10/19,21,22/2024	LET;
19	2025J-AO2-019	BS CRIMINOLOGY	NONE	NONE	PRC CRIM
20	2025J-AO2-020	BEED	SECRETARY 2017-2022	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMIN IN SCHOOLS	LET
21	2025J-AO2-021	BS COMP SCIENCE	OFFICE STAFF 2010-PRESENT	BASIC COMPUTER LITERACY	CS PROF
22	2025J-AO2-022	BS ACCOUNTANCY	ADAS III 2018-PRESENT	Enhancement Training on Workplace Productivity and Efficiency for Non-teaching Personnel- Batch 2	CS PROF
23	2025J-AO2-023	BSBA	NONE	NONE	CS PROF
24	2025J-AO2-024	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
25	2025J-AO2-025	BS MED TECH	NONE	DATA ENCODER	PRC MED TECH
26	2025J-AO2-026	BSCPE	NONE	NONE	CS PROF
27	2025J-AO2-027	BSED	ADAS II	INTRODUCTION TO BOOKKEEPING	LET
28	2025J-AO2-028	BEED	STORE SUPERVISOR 2004-PRESENT	NONE	LET
29	2025J-AO2-029	BS ACCOUNTANCY	ACCOUNTING OFFICER 2021-PRESENT	ISO 9001:2015 QMS AWARENESS COURSE	CS PROF
30	2025J-AO2-030	BS ACCOUNTANCY	ADMIN/ACCOUNT OFFICER	COMPUTER OPERATIONS	CS PROF
31	2025J-AO2-031	BSC MAJOR IN MANAGEMENT ACCOUNTING	ADAS II (DISBURSEMENT OFFICER) 05/03/2018 - PRESENT	Enhancement Training on Workplace Productivitty and Efficiency for Non-Teaching Personnel - 11/7-9/2024	CSC PROF
32	2025J-AO2-032	BSBA	BOOKKEEPER 2022-PRESENT	FUNDAMENTALS OF COOPERATIVES	CS PROF

33	2025J-A02-033	BS NURSING	ADA VI 2023-PRESENT	ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY AND EFFICIENCY FOR NON-TEACHING PERSONNEL BATCH 1	PRC NURSE
34	2025J-A02-034	BS HOSPITALITY MANAGEMENT	ACCOUNTING STAFF	NONE	PD 907
35	2025J-A02-035	BEED	PARTS CUSTODIAN/CASHIER	NONE	LET
36	2025J-A02-036	BSBA	NONE	ACCOUNTANCY AND BUSINESS MANAGEMENT/ 1ST VALLEY BANK/ NOVEMBER 27-DECEMBER 10, 2019	PD NO 907 (CUM LAUDE)
37	2025J-A02-037	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
38	2025J-A02-038	BS ACCOUNTANCY	BOOKKEEPER 2009-PRESENT	KNOW YOUR MONEY	CS PROF
39	2025J-A02-039	BSCPE	ADAS II	BOOKKEEPING	LET
40	2025J-A02-040	BS ACCOUNTANCY	ADAS III 2017-PRESENT	SEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION OF BUDGET EXECUTION DOCUMENTS	CS PROF
41	2025J-A02-041	BSBA	NONE	NONE	CS PROF
42	2025J-A02-042	BSC MANAGEMENT	PAYROLL MASTER	WEBINAR SERIES ON PRODUCTIVITY AND QUALITY FRAMEWORKS IN THE PUBLIC SECTOR	CS PROF
43	2025J-A02-043	BSECE	NONE	NONE	PRC ELEC. ENGRING
44	2025J-A02-044	BSC MANAGEMENT ACCTG	ADMINISTRATIVE ASSISTANT II-DEPED	INT'L LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE	CS PROF
45	2025J-A02-045	BSED	NONE	ADVANCED COMPUTER SKILLS TRAINING	LET
46	2025J-A02-046	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
47	2025J-A02-047	AB ENGLISH	SECRETARY	NONE	CS PROF
48	2025J-A02-048	BS CIVIL ENGINEER	NONE	QMS REQUIREMENTS AND DOCUMENTATION	BS CIVIL ENGINEER
49	2025J-A02-049	BSCPE	SECRETARY	NONE	LET/CS PROF

50	2025J-AO2-050	BSBA	JUNIOR MARKETING OFFICER/OZAMIZ A+ CREDIT CORP.- JULY 2013 TO OCTOBER 2017	INTERNATIONAL SEMINAR ON LEADERSHIP AND OFFICE ADMINISTRATION/ FEB 1-10, 2024- CPDCFT TRAINING CENTER	CSC PROF
51	2025J-AO2-051	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
52	2025J-AO2-052	BSBA	ADAS III 2017-PRESENT	ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY AND EFFICIENCY FOR NON-TEACHING PERSONNEL BATCH 2	CS PROF
53	2025J-AO2-053	BSIT	STATISTICAL ANALYST	NONE	LET
54	2025J-AO2-054	BSBA	ADAS II JO	ADMINISTRATIVE WORKFORCE WITH ICT INTEGRATION	CS PROF
55	2025J-AO2-055	BSC	ADAS II 2015-PRESENT	ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY AND EFFICIENCY FOR NON-TEACHING PERSONNEL BATCH 2	CS PROF
56	2025J-AO2-056	AB POL SCI	TELLER 2007-2013	AMLA SEMINAR	LET
57	2025J-AO2-057	BS ACCOUNTING TECHNOLOGY	ADA III 2020-PRESENT	LAWS AND RULES ON GOVERNMENT EXPENDITURES	CS PROF
58	2025J-AO2-058	BSBA/BSED	ADAS III	CAPACITY BUILDING FOR NON-TEACHING PERSONNEL	LET
59	2025J-AO2-059	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
60	2025J-AO2-060	BSC MA	HR STAFF	BOOKKEEPING FOR ENTREPRENEURS	CS PROF
61	2025J-AO2-061	BS COM. SCI.	ADMINISTRATIVE AIDE III - DEPED	YEAR-END ADJUSTMENT, WITHHOLDING TAXES	CSC PROF
62	2025J-AO2-062	BSED	ADAS III	ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY AND EFFICIENCY FOR NON-TEACHING PERSONNEL BATCH 2	LET
63	2025J-AO2-063	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
64	2025J-AO2-064	BSBA	CUSTOMER SUPPORT ASSOCIATE I	BASIC COMPUTER LITERACY	CS PROF
65	2025J-AO2-065	BEED	NONE	NONE	LET

66	2025J-AO2-066	BSBA	ADAS II 2017-PRESENT	ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY AND EFFICIENCY FOR NON-TEACHING PERSONNEL BATCH 2	CS PROF
67	2025J-AO2-067	BS CRIM, MPA	CASHIER/ADA 2019-PRESENT	FINANCIAL MANAGEMENT TRAINING	PRC CRIMINOLOGIST
68	2025J-AO2-068	BSBA	NONE	NONE	CS PROF
69	2025J-AO2-069	BS COMP SCIENCE	NONE	NONE	CS PROF
70	2025J-AO2-070	BEED	NONE	NONE	LET
71	2025J-AO2-071	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 - 12/23/2021, OZ APLUS LENDING CORPORATION	ADVANCED COMPUTER SKILLS TRAINING, 80 HRS, 6/11/2022 - 7/10/2022	CSC PROF
72	2025J-AO2-072	BSBA	ADAS III 2022-PRESENT	ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY AND EFFICIENCY FOR NON-TEACHING PERSONNEL BATCH 1	CS PROF
73	2025J-AO2-073	BS COMMERCE /BSED	ADMINISTRATIVE ASSISTANT II-DEPED	INTERNATIONAL SEMINAR FOR NON TEACHING PERSONNEL	LET
74	2025J-AO2-074	BSC	ROVER BRANCH ACCOUNTING ASSISTANT	NONE	CS PROF
75	2025J-AO2-075	BS COMP SCIENCE	ADAS	BASIC COMPUTER LITERACY	LET
76	2025J-AO2-076	BSED	STORE MANAGER	NONE	LET
77	2025J-AO2-077	BSBA	ADAS III 2024-PRESENT	PAGBA	LET
78	2025J-AO2-078	BS ACCOUNTANCY	ADAS III 2017-PRESENT	SOEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION OF BUDGETEXECUTION DOCUMENTS	CS PROF
79	2025J-AO2-079	BSC	BOOKKEEPER	RA 9184	CS PROF
80	2025J-AO2-080	AB HISTORY	NONE	NONE	LET/PD 907
81	2025J-AO2-081	BSBA	NONE	NONE	PD 907
82	2025J-AO2-082	BSHRM	NONE	NONE	CS PROF
83	2025J-AO2-083	BSED	NONE	BASIC COMPUTER LITERACY	LET
84	2025J-AO2-084	AB PSYCHOLOGY	SALES ASSOCIATE 2017-2022	JOURNALIZING TRANSACTIONS	CS PROF
85	2025J-AO2-085	BSIT, JD	ADAS III	NONE	CS PROF
86	2025J-AO2-086	BS STATISTICS	NONE	NONE	CS PROF
87	2025J-AO2-087	BS ENGINEERING-TECHNOLOGY MANAGEMENT, MPA	ADAS II	GOOGLE DOCS, SHEETS AND SLIDES	CS PROF
88	2025J-AO2-088	BET	NONE	NONE	CS PROF
89	2025J-AO2-089	BS FISHERIES	COS WORKER	TRAINING ON COMPLETED STAFF WORK	PRC FISHERIES
90	2025J-AO2-090	BEED		STRESS MANAGEMENT	LET

91	2025J-AO2-091	BS COMP SCIENCE	SYSTEM PROGRAMMER 2007-PRESENT	CAREER OPTIONS AND HIRING PROCEDURES SEMINAR	CS PROF
92	2025J-AO2-092	BSC	ADAS II	ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY AND EFFICIENCY FOR NON-TEACHING PERSONNEL BATCH 2	CS PROF
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Prepared by:

DINALYN A. RAMAYRAT
AO

Certified Correct:

ADDA LIZA J. SAQUIN
AO IV/ Personnel

Noted by:

DIONESIO L. ZIWAGON JR., CESE
Assistant Schools Division Superintendent