



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

14 July 2025

DIVISIONAL MEMORANDUM

No. 234, s. 2025

**CONDUCT OF SELECTION FOR ADMINISTRATIVE OFFICER IV (HUMAN
RESOURCE MANAGEMENT OFFICER II)**

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 Officer IV (Human Resource Management Officer II) position 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. 021, s. 2024, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
Administrative Officer IV (Human Resource Management Officer II)	15	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	OCSAT



Address: IBJT Compound, Carangan, Ozamiz City
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3. All interested applicants shall submit the following documentary requirements to Ozamiz City School of Arts and Trades:

- 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.



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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 July-December 2024.

4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Jean B. Alindo	
Members	Julita H. Bitay	Candelaria P. Maghanoy
	Marife P. Magpulong	Marie Jane M. Pabriga
	Rene B. Edullantes	Ronald A. Catedral
	Cindy C. Hubahib	Lolefie C. Gervacio
	Willyn A. Luza	Riza G. Alia
Secretariat	Ilene L. Pelare	Karen C. Angelio

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

Schedule	Activity/Output	In-Charge
July 18, 2025	Orientation of Applicants via Google Meet	Applicants, School HRMPSB
July 25, 2025	Deadline for submission of pertinent documents to OCSAT	Applicants and School HRMPSB Secretariat
July 28, 2025	Initial Evaluation of Documents	School HRMO
July 29, 2025 to August 14, 2025	Posting of Selection Line-Up	HRMO, School HRMPSB Secretariat



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August 1, 2025	Background Investigation	School HRMPSB Secretariat
August 19, 2025	Interview/Deliberation en Banc/Further Evaluation	School HRMPSB & Applicants
August 20, 2025	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	School HRMPSB

6. 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.

7. Immediate dissemination and compliance of this Memorandum 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 RECRUITMENT SELECTION

AJS/DM – Conduct of Selection for Administrative Officer IV (HRMO II)
___ /July 14, 2025



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