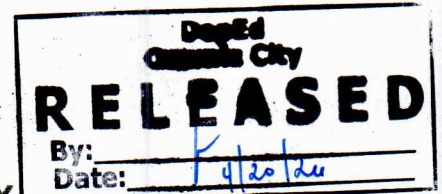




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY



April 13, 2026

DIVISION MEMORANDUM
 No. 203 , s. 2026

**NOTICE ON POSTED SELECTION LINE-UP FOR ADMINISTRATIVE OFFICER IV
 (HUMAN RESOURCE MANAGEMENT OFFICER II) POSITION**

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Elementary and Secondary School Heads
 Division Office Personnel
 This Division

1. This is to inform the field that the Selection Line-Up for Administrative Officer IV (Human Resource Management Officer 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. 7, s. 2023 and DepEd Order No. 21, s. 2025.
3. 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.
4. Immediate dissemination of this Memorandum to all concerned is enjoined.


LORENA P. SERRANO, CESO VI
 Schools Division Superintendent

References: As stated
 To be indicated in the Perpetual Index under the following subjects:

HIRING SELECTION LINE-UP RECRUITMENT

RJRG/DM - Notice on Posted Selection Line-Up for Administrative Officer IV (HRMO II) Position
 April 13, 2026



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

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Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO

SELECTION LINE UP

Vacant Position: **ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II)**
 Item No. : OSEC-DECSB-ADOF4-660014-2004
 Education Bachelor's degree
 Experience 1 year of relevant experience
 Training 4 hours of relevant training
 Eligibility Career Service(Professional)Second Level Eligibility
 Date:

QUALIFICATION STANDARD				
Application Code	Education	Experience	Training	Eligibility
1 2026-ADOF4-2001	BSC; BSED	AO II- DEPED OZAMIZ FROM 08/16/2024 TO PRESENT	GUIDELINES ON THE IMPLEMENTATION OF THE EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS AND SCHOOL HEADS IN THE DEPED 12/16/2025	LET; CSC PROF
2 2026-ADOF4-2002	BSHRM	BRANCH SUPERVISOR - 5/16/2024 to 9/20/2025 BRANCH SUPERVISOR - 10/1/2025 to PRESENT	INTRODUCTION TO BOOKKEEPING AND ONLINE QUICKBOOKS SALES PROCESS & INVENTORY MANAGEMENT COMPANY FILES SETUP & REPORT TIME & BILLING VAT MANAGEMENT & ASSETS/LIABILITIES MANAGEMENT BANK RECONCILIATION 5/6-7/2023	CSC PROF
3 2026-ADOF4-2003	BSCPE / CAR MPA	AO II DEPED OZAMIZ - 8/16/2024 to PRESENT	GUIDELINES ON THE IMPLEMENTATION OF THE EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS AND SCHOOL HEADS IN THE DEPARTMENT OF EDUCATION, DEPED ORDER NO. 34,S 2025, AMENDMENTS AND CLARIFICATIONS TO DEPED ORDER NO. 024,S.2025 AND OTHER PERSONNEL ACTIONS 12/16/2025 BUILDING A RESILIENT PUBLIC FINANCIAL MANAGEMENT FOR SUSTAINABLE AND INCLUSIVE ECONOMIC GROWTH 11/12-15/2025	CSC PROF
4 2026-ADOF4-2004	BSA / CAR MPA	AO II DEPED OZAMIZ - 7/1/2020 to PRESENT	TRAINING FOR DOWNLOADING OF PAYROLL TO SDOs (BATCH 3) 9/23-26/2025	CSC PROF
5 2026-ADOF4-2005	BS ACCOUNTANCY / MBA	ADAS II DEPED OZAMIZ- 11/03/2016 to 11/30/2000; AO II DEPED OZAMIZ - 12/01/2000 to PRESENT; ACCOUNTANT - 12/01/2001 to 09/30/2005; CORPORATE ACCOUNTANT I - 10/16/2005 to 10/31/2016	ECP SYSTEM FOR TEACHERS & SCHOOL HEADS - 12/16/2025 (8 HRS); 2025 HR & LEGAL CONGRESS "2025 ORAOHRA AND 2025 RACCS" - 11/18-20/2025 (24 HRS); 2025 3RD PAGBA QUARTERLY SEMINAR - 11/12-15/2025 (20 CPD UNITS); SEMINAR ON LAWS AND RULES ON GOVERNMENT EXPENDITURES - 10/27-30/2025 (32 HRS); TRAINING-WORKSHOP ON ENHANCING RECORDS TRACKING AND DATABASE MANAGEMENT SKILLS USING MICROSOFT 365 APPLICATIONS FOR ADMIN OFFICERS- 03/20-22/2025; VIRTUAL WEBINAR-WORKSHOPS ON RECORDS MANAGEMENT AND SERVICES (RECORDS COUNTER DISASTER PREPAREDNESS AND BUSINESS CONTINUITY (NAP) - 11/18-19, 25-26/2021; WEBINAR TRAINING ON EFFECTIVE PROCEDURES AND BEST PRACTICES IN MANAGING PUBLIC RECORDS (GROAP) - 04/28-30/2021	CSC PROF
6 2026-ADOF4-2006	BS ACCOUNTING TECH.	ADMINISTRATIVE & ACCOUNTING STAFF - 08/11/2011 TO PRESENT	VIRTUAL BOOKKEEPING WITH XERO AND QUICKBOOKS ONLINE - 08/02/2025	CSC PROF
7 2026-ADOF4-2007	AB POLITICAL SCIENCE; JURIS DOCTOR	AO IV-DEPED OZAMIZ FROM 09/01/2022 TO PRESENT	ONE DAY CONFERENCE WITH DIVISION OFFICE SUPPLY OFFICER AND SELECTED SCHOOL CUSTODIANS:UPDATES AND STATUS OF PROCURED SME, DCP, TVL AND SLR'S AND OTHER ISSUES AND CONCERNS	CSC PROF;
8 2026-ADOF4-2008	BS ACCOUNTANCY / MPA	AO II DEPED OZAMIZ - 8/16/2024 to PRESENT	BUILDING A RESILIENT PUBLIC FINANCIAL MANAGEMENT FOR SUSTAINABLE AND INCLUSIVE ECONOMIC GROWTH 11/12-15/2025	CSC PROF
9 2026-ADOF4-2009	BACHELOR OF ARTS IN PSYCHOLOGY	ADAS III - 3/1/2017 to PRESENT	2025 RULES O N ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS) 1/30/2026 WEBINAR ORIENTATION ON THE 2025 OMNIBUS RULES ON APPOINTMENTS ANG OTHER HUMAN RESOURCE ACTIONS (ORAOHRA) 8/6-7/2025	CSC PROF

10	2026-ADOF4-2010	BSBA-FINANCIAL MANAGEMENT/MPA	ADAS 1 - 11/21/2019 - 08/15/2024; AO II - 08/16/2024 TO PRESENT	TRAINING-WORKSHOP ON ENHANCING RECORDS TRACKING AND DATABASE MANAGEMENT SKILLS USING MICROSOFT 365 APPLICATIONS FOR ADMINISTRATIVE OFFICER - 3/20-22/2025	CSC PROF
11	2026-ADOF4-2011	BSC; BSN; MPA; BSED	AO II- DEPED OZAMIZ FROM 08/16/2024 TO PRESENT	GUIDELINES ON THE IMPLEMENTATION OF THE EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS AND SCHOOL HEADS IN THE DEPED	LET
12	2026-ADOF4-2012	BSED	ADAS II (HRMA) - MAYOR'S OFFICE - 02/16/2018 - PRESENT	SEMINAR-WORKSHOP ON LEARNING AND DEVELOPMENT (L&D) FOR PRIME-HRM LEVEL 2 - 05/7-9/24 SEMINAR-WORKSHOP ON STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) - 6/25/2024 SEMINAR-WORKSHOP ON REWARDS AND RECOGNITION (R&R) FOR PRIME-HRM LEVEL 2	LET/CSC PROF
13	2026-ADOF4-2013	BSBA-Financial Management/MBA	ADA VI DEPED MIS. OCC.- 11/28/2016 to 12/09/2018; ADAS II DEPED OZAMIZ - 12/10/2018 to 12/31/2020; AO II DEPED OZAMIZ - 11/27/2020 to PRESENT	2025 3rd PAGBA- 11/12-15/2025 (20 CPD Units); SEMINAR ON LAWS AND RULES ON GOVERNMENT EXPENDITURES-10/27-30/2025 (32 HRS); ORIENTATION AND HANDS-ON TRAINING ON DAWN PROTOCOL APPLICATION MODULES-04/25/2025; TRAINING WORKSHOP ON ENHANCING RECORDS TRACKING AND DATABASE MANAGEMENT SKILLS USING MICROSOFT 365 APPLICATIONS FOR AO - 03/20-22/2025; ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY AND EFFICIENCY FOR NON-TEACHING PERSONNEL-BATCH 1- 10/19,21-22/2024; 2024 2nd PAGBA-08/21-24/2024 (14 CPD UNITS); ORIENTATION SEMINAR OF SCHOOL HEADS AND FINANCE PERSONNEL ON SCHOOL FINANCIAL MANAGEMENT-06/06-07/2023	CSC PROF
14	2026-ADOF4-2014	BS COMPUTER SCIENCE / BSED / MPA	AO II DEPED OZAMIZ - 01/12/2021 TO PRESENT	2025 3rd PAGBA- 11/12-15/2025 (20 CPD Units); SEMINAR ON LAWS AND RULES ON GOVERNMENT EXPENDITURES-10/27-30/2025 (32 HRS); ORIENTATION AND HANDS-ON TRAINING ON DAWN PROTOCOL APPLICATION MODULES-04/25/2025; ORIENTATION AND WORKSHOP ON REGIONAL INFORMATION SYSTEMS - 02/10-11/2026 WEBINAR ORIENTATION ON THR 2025 OMNIBUS RULES ON ORAOHRA -08/06-07/2025	CSC PROF

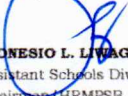
Prepared by:


DINALYN A. RAMAYRAT
Administrative Officer II

Certified Correct:


ADDA J. SAQUIN
Planning Officer III

Noted by:


DIONESIO L. LIVAGON, JR., CESE
Assistant Schools Division Superintendent
Chairman, HRMP SB