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

DepEd Ozamiz City
RELEASED
By:
Date: 9-14-26

September 11, 2026

DIVISION MEMORANDUM
No. 446 , s. 2026

NOTICE ON POSTED SELECTION LINE-UP FOR ADMINISTRATIVE 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 II position are 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.

DIONESIO L. LIWAGON JR., 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
RJRG/DM – Notice on Posted Selection Line-Up for Administrative Officer II position.
___/September 11, 2026

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

SELECTION LINE UP

Vacant Position: **Administrative Officer II**
Item No. : OSEC-DECSBADOF2-660014-2026
Education Bachelor's degree
Experience None required
Training None required
Eligibility Career Service Professional / Second Level Eligibility

No.	QUALIFICATION STANDARD				
	Application Code	Education	Experience	Training	Eligibility
1	**2026-AO2-0001**	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION/ MASTER IN BUSINESS ADMINISTRATION	ADMINISTRATIVE ASSISTANT II - 12/01/2016 to 09/04/2024 ADMINISTRATIVE ASSISTANT III - 09/05/2024 to PRESENT	REGIONAL WORKSHOP ON THE RECONCILIATION OF ACCOUNTS AND PREPARATION OF CY 2025 CONSOLIDATED MIDYEAR FINANCIAL REPORTS	CS PROF
2	**2026-AO2-0002**	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	NONE	NONE	CSC PROF
3	**2026-AO2-0003**	BACHELOR OF ARTS IN ENGLISH LANGUAGE; BACHELOR OF SECONDARY EDUCATION	NONE	NONE	LET
4	**2026-AO2-0004**	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	NONE	NONE	CAREER SERVICE PROFESSIONAL ELIGIBILITY
5	**2026-AO2-0005**	BS CRIMINOLOGY	NONE	NONE	CSC PROF
6	**2026-AO2-0006**	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT ACCOUNTING	TELLER/ACCOUNT OFFICER/ FEBRUARY 2012 TO AUGUST 2024/ RBTC	ADMINISTRATIVE SYNERGY 2026: ELEVATING SERVICE EXCELLENCE THROUGH PROFESSIONAL DEVELOPMENT AND PURPOSE-DRIVEN WORKPLACE COMMUNICATION	CS PROF
7	**2026-AO2-0007**	BEED	TRAINER FOR SMAW NC1/ GPY CONSULTANCY AND TRAINING CENTER, INC./ JANUARY 21, 2018 TO DECEMBER 28, 2020	BARANGAY NEWLY-ELECTED OFFICIALS (BNEO) SEMINAR	LET
8	**2026-AO2-0008**	BACHELOR OF SCIENCE IN ACCOUNTANCY	Administrative Aide VI (Data Controller 04/27/2021 to present	Learning Event on the latest Public Financial Management Reforms and Concerns 08/23-26/2022	CAREER SERVICE PROFESSIONAL ELIGIBILITY
9	**2026-AO2-0009**	BSED	NONE	NONE	LET
10	**2026-AO2-0010**	BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT	SALES ASSOCIATE FROM MARCH 20,2017 TO DECEMBER 6, 2017/SECURITY BANK CORPORATION	NONE	LET

11	**2026-AO2-0011**	BSA	TOA KIKO CEBU CORP. EMPLOYEE 3/18/2002 TO 2/15/2018	NONE	LET
12	**2026-AO2-0012**	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	AR ANALYST FROM JANUARY 28, 2016 TO PRESENT / ZC FAST DISTRIBUTION	INTRODUCTION TO BOOKKEEPING/OCTOBER 17,2025 ; PRACTICING DATA PRIVACY IN THE WORKPLACE	CSC PROF
13	**2026-AO2-0013**	BACHELOR OF ELEMENTARY EDUCATION	SECRETARY 3/1/17 TO 5/1/2022	NONE	LET
14	**2026-AO2-0014**	BSBA- HUMAN RESOURCE MANAGEMENT	HUMAN RESOURCE STAFF/ SEPTEMBER 20, 2023 TO MAY 31, 2024/ A.L.I. AGRI EXIM CORPORATION	ADVANCED BOOKKEEPING AND FINANCIAL MANAGEMENT FOR PROFESSIONALS	PD NO. 907/ HONOR GRAUDATE ELIGIBILITY
15	**2026-AO2-0015**	AB POLITICAL SCIENCE; JURIS DOCTOR	NONE	TRAINING ON ILLEGAL /PREMATURE LAND CONVERSION AND REFERRAL CASES	CSC PROF
16	**2026-AO2-0016**	BACHELOR OF LAWS	COS -PERSONNEL SINCE FEBRUARY 3, 2022 TO JANUARY 20, 2026	NONE	LET
17	**2026-AO2-0017**	BSHRM	OPERATIONS ASSISTANT/ BEDSPOKE/ JUNE 30, 2025 TO MARCH 31, 2026	NONE	CSC PROF
18	**2026-AO2-0018**	BEED	TEACHER FROM JUNE 2023 TO JANUARY 15, 2026	EMPOWERING PRIVATE EDUCATION STAKEHOLDERS FOR A SUCCESSFUL MATATAG CURRICULUM IMPLEMENTATION	LET
19	**2026-AO2-0019**	BSBA,MBA	ADMINISTRATIVE AIDE VI MIS. OCC. 1/10/25 TO 5/28/26	UPDATING OF THE SDO MIS OCC 2026 OPERATIONS MANUAL 5/5-6/2026	LET
20	**2026-AO2-0020**	BSC BANKING & FINANCE	NONE	NONE	CSC PROF
21	**2026-AO2-0021**	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN BANKING & FINANCE	Job Order Administrative Aide 01/05/2026-06/30/2026	NONE	Career Service Professional Eligibility
22	**2026-AO2-0022**	BACHELOR OF SECONDARY EDUCATION MAJOR IN FILIPINO	LEAD RESEARCHER 01/04/2023-01/07/2026	NONE	LET
23	**2026-AO2-0023**	BACHELOR OF SCIENCE IN COMMERCE - BANKING AND FINANCE	OPERATOR, SILICON PRECISION INDUSTRIES CP., LTD - 4/30/2014 to 3/31/2017; MLHUILLIER PHILIPPINES - 1/20/2011 to 2/28/2014	BASIC COMPUTER LITERACY - 80 HRS	CS PROF

24	**2026-AO2-0024**	BACHELOR OF SECONDARY EDUCATION (BSED) MAJOR IN SOCIAL STUDIES	NONE	COMPUTER SKILLS DEVELOPMENT TRAINING: IMPROVING CLASSROOM LEARNING THRU ICT/NOVEMBER 1-10, 2025	LET
25	**2026-AO2-0025**	BACHELOR OF SCIENCE IN CRIMINOLOGY	NONE	NONE	LICENSED CRIMINOLOGIST
26	**2026-AO2-0026**	BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT	BRANCH SUPERVISOR SINCE OCTOBER 1,2025 TO FEBRUARY 2, 2026/KIM SAN FOOD PRODUCTS TRADING	CULTIVATING PSYCHOLOGICAL SAFETY IN THE GOVERNMENT/ JUNE 23,2026; ONLINE BOOKKEEPING / MAY 6-7, 2023	CSC PROF
27	**2026-AO2-0027**	BACHELOR OF ARTS IN POLITICAL SCIENCE	NONE	NONE	HONOR GRADUATE ELIGIBILITY
28	**2026-AO2-0028**	BACHELOR OF SCIENCE IN CRIMINOLOGY	NONE	NONE	CAREER SERVICE PROFESSIONAL ELIGIBILITY/LICENSED CRIMINOLOGIST
29	**2026-AO2-0029**	AB POLITICAL SCIENCE; JURIS DOCTOR	NONE	GOVERNMENT PROCUREMENT REFORM ACT/ JUNE 14, 2024	CSC PROF
30	**2026-AO2-0030**	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE MANAGEMENT	NONE	NONE	CSC PROF
31	**2026-AO2-0031**	BSBA - FINANCIAL MANAGEMENT	REGIONAL CUSTOMER SERVICE REPRESENTATIVE/ FROM NOVEMBER 01, 2017 TO JULY 3, 2026/ METROPOLITAN BANK AND TRUST COMPANY	DATA BREACH MANAGEMENT: PREVENTION & CONTROL E-LEARNING	CSC PROF
32	**2026-AO2-0032**	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	NONE	NONE	CSC PROF
33	**2026-AO2-0033**	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT ACCOUNTING	Administrative Aide JO 04/2022 to 06/03/2025	Simple Bookkeeping and BIR Tax Compliance Seminar 03/13/2024	CAREER SERVICE PROFESSIONAL ELIGIBILITY
34	**2026-AO2-0034**	BSBA	Restaurant Manager 11/2017 to Present	BOOKKEEPING FOR NON-ACCOUNTANT TRAINING	LET
35	**2026-AO2-0035**	BACHELOR OF FORENSIC SCIENCE	NONE	NONE	CAREER SERVICE PROFESSIONAL ELIGIBILITY
36	**2026-AO2-0036**	BS PSYCHOLOGY	ADMINISTRATIVE AIDE VI/ MARCH 6, 2020 TO JUNE 1, 2026/ TESDA LANAO NORTE NATIONAL AGRO-INDUSTRIAL SCHOOL	FUNDAMENTALS OF COOPERATIVES	PRC-PSYCHOMETRICIAN

37	**2026-AO2-0037**	BSBA- MARKETING MANAGEMENT	BRANCH MANAGER-DESIGNATE FROM SEPTEMBER 2017 TO AUGUST 2024/ PNJ INT'L LENDING CORP.	ONE (1) DAY UPDATE ON PNJ RULES AND REGULATIONS, AND UPDATES ON SSS, PAG-IBIG, AND PHIC CONTRIBUTION AND BENEFITS/ MAY 2, 2024	CSC PROF
38	**2026-AO2-0038**	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING	TECHNICAL STAFF JO 01/12-2026 TO 03/31/2026,INTRUCTOR I 06/14/2023-12/21/2024	GOVERNMENT INTERGRATED ADMINISTRATIVE MANAGEMENT SYSTEM TRAINING ON DELEIVERY UNIT MODULE 10/21/2022	LET
39	**2026-AO2-0039**	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY (BSAT)	ADAS III FROM SEPTEMBER 10, 2025 TO PRESENT/DEPARTMENT OF EDUCATION-ZAMBOANGA DEL SUR DIVISION	WORKSHOP ON PS COMPUTATION MATRIX FINALIZATION AND FUNDING REQUEST PREPARATION / MAY 12,2026 ; FISCAL YEAR 2026 2ND QUARTER BEAM CAPACITY BUILDING FOR DEP ED IX, SCHOOLS DIVISION OFFICES AND IMPLEMENTING UNITS / APRIL 15.	CSC PROF
40	**2026-AO2-0040**	BSBA MARKETING MANAGEMENT	NONE	LEADERSHIP TRAIN ING EFFECTIVE ADMINISTRATION AND OFFICE MANAGEMENT	CSC PROF
41	**2026-AO2-0041**	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	AO II/FROM JANUARY 1, 2026 TO PRESENT/ DEPARTMENT OF EDUCATION - OZAMIZ DIV	NEW GOVERNMENT PROCUREMENT ACT / JUNE 23-25, 2026	CSC PROF
42	**2026-AO2-0042**	BACHELOR OF SECONDARY EDUCATION MAJOR IN EDUCATION	Teacher 06/2019 to 07/2023	Upskilling and Reskilling Teaching and Supervision Skills Training 12/15-24/2024	LET
43	**2026-AO2-0043**	BACHELOR OF SCIENCE IN BIOLOGY	BARANGAY SECRETARY FROM JULY 1,2024 TO JANUARY 31,2026 / BARANGAY GALA	ADVANCED ADMINISTRATIVE LEADERSHIP AND EXCELLENCE SEMINAR / JANUARY 17-18 & 24-25, 2026	CSC PROF
44	**2026-AO2-0044**	BS ACCOUNTING TECHNOLOGY	LOANS PROCESSOR/ JULY 12, 2017 TO MARCH 15, 2022/ PENBANK PAGADIAN BRANCH	REGIONAL FIDUCIARY REVIEW & LIQUIDATION WORKSHOP CUM CLOSING REPORTS	CSC PROF
45	**2026-AO2-0045**	BSED	NONE	NONE	LET
46	**2026-AO2-0046**	BEED	none	TRAININGS ATTACHED WERE PRIOR TO GRADUATION	LET
47	**2026-AO2-0047**	BACHELOR OF SECONDARY EDUCATION (BSED) MAJOR IN ENGLISH	OFFICE SECRETARY FROM AUGUST 1,2024 TO PRESENT/ BAYALAS & GALLEGO LAW OFFICES	BASIC OCCUPATIONAL SAFETY AND HEALTH TRAINING/ OCTOBER 4-5,2023	LET
48	**2026-AO2-0048**	BACHELOR OF SCIENCE IN ACCOUNTANCY	DEPED ADMINISTRATIVE ASSISTANT II (FROM12/05/2018-PRESENT)	BOOKKEEPING IN QUICKBOOKS ONLINE (BOOKKEEING & ACCOUNTING) 02/06/2026 (4.5 HRS.), ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY & EFFICIENCY FOR NON-TEACHING PERSONNEL 10/19,21,22, 2024 (24 HRS.)	CS PROF
49	**2026-AO2-0049**	BSBA	NONE	NONE	CSC PROF

50	**2026-AO2-0050**	BSBA	NONE	NONE	CSC PROF
51	**2026-AO2-0051**	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT ; BACHELOR OF SECONDARY EDUCATION	ADAS III FROM JANUARY 3,2024 TO PRESENT/ DEPARTMENT OF EDUCATION-OZAMIZ CITY NATIONAL HIGH SCHOOL	ADMINISTRATIVE SYNERGY 2026 / APRIL 15 & 17, 2026 ; PROGRAM IMPLEMENTATION REVIEW OF THE FINANCE STRAND / DECEMBER 10-11, 2025	LET
52	**2026-AO2-0052**	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	MIS SUPPORT STAFF FROM AUGUST 16,2021 TO PRESENT (COS) / DAR	ORIENTATION ON GENDER EQUITY, DISABILITY AND SOCIAL INCLUSION / MARCH 6,2026	CSC PROF
53	**2026-AO2-0053**	BSA	NONE	CASH ADVANCE MANAGEMENT ENSURING PROPER LIQUIDATION AND DOCUMENTATION	CSC PROF
54	**2026-AO2-0054**	BACHELOR OF SCIENCE IN ACCOUNTANCY	ACCOUNTING ASSOCIATE 04/07/2022 TO 05/05/2026	EFFECTIVE RECORDS MANAGEMENT FOR ACCOUNTING AND FINANCE PERSONNEL 06/11-12/2025	CAREER SERVICE PROFESSIONAL ELIGIBILITY
55	**2026-AO2-0055**	BS MANAGEMENT ACCOUNTING	NONE	NONE	CSC PROF
56	**2026-AO2-0056**	BSED- TECHNOLOGY AND LIVELIHOOD EDUCATION	SERVICE PROCESSOR FROM MARCH 3, 2021 TO SEPTEMBER 21, 2024/ ROUTE 88 OZAMIZ	INSET 2024	LET
57	**2026-AO2-0057**	BACHELOR OF SCIENCE IN ACCOUNTANCY(BSA); BACHELOR OF SECONDARY EDUCATION	ADAS III FROM JANUARY 17,2025 TO PRESENT/DEPARTMENT OF EDUCATION-MIS OCC DIV	THEORETICAL ASPECT OF TAXATION AND TAX PRACTICE / JANUARY 9, 2021 TO FEBRUARY 7, 2021	LET
58	**2026-AO2-0058**	BACHELOR OF SECONDARY EDUCATION MAJOR IN TECHNOLOGY AND LIVELIHOOD EDUCATION	NONE	NONE	CSC PROF
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Prepared by:

DINALYN A. RAMAYRAT
Administrative Officer II

Certified Correct:

RUBY JANE R. GACASAN
AO IV/Personnel

Noted by:

DR LUISANDER C. LUY, CESE
Education Program Supervisor
OIC- Office of the Assistant Schools Division Superintendent
Chairman/HRMPSB