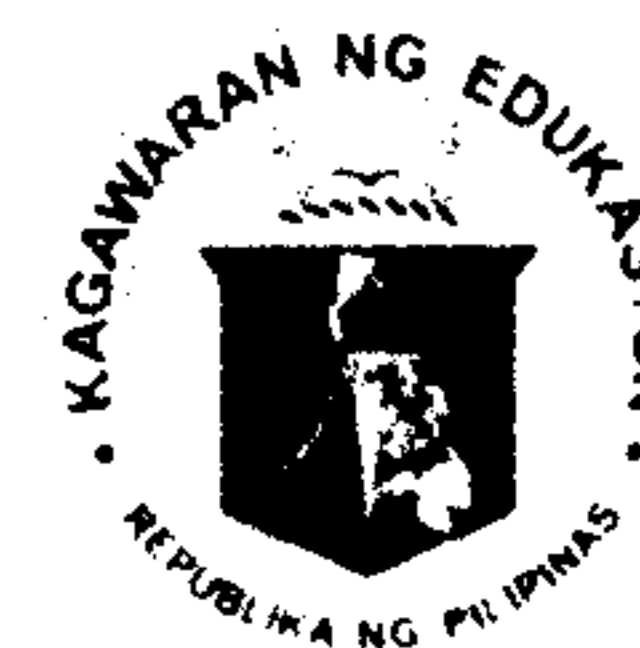




Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
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January 6, 2016

**TO : ALL CONCERN**

**FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
 Schools Division Superintendent

**SUBJECT: RANKING FOR ADMINISTRATIVE OFFICER IV (HRMO)**

1. This Office announces the ranking of qualified applicants for Administrative Officer IV (HRMO) for the Personnel Section, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions."

3. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Administrative Officer IV (HRMO) SG 15	Bachelor's Degree	1 year relevant experience	4 hours of relevant training	CS (Professional) Second Level Eligibility

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before **January 27, 2016** to **CHERRY MAE L. LIMBACO, Ph.D., CESO V**, Schools Division Superintendent, as follows:

- a. Application letter;
- b. Accomplished Form 212 with 2x2 picture;
- c. Performance rating for the last three rating periods;
- d. Updated copy of service record;
- e. Transcript of records;
- f. Certificate of registration/ license;
- g. all available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
- h. Omnibus certification of authenticity and veracity of all documents submitted.

5. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview on **January 28, 2016 at 8:30 a.m.** at the Office of the ASDS.

6. The Administrative Officer IV (HRMO) for the Personnel Section shall:

- a. Assist the PSB in the review and evaluation of documents of qualified applicants;
- b. Submit to the Superintendent the top five ranking candidates for selection, including the recommendee for the position;

- c. Conduct orientation for newly-hired employees;
- d. Review the preparation of appointments of newly-hired/ promoted employees;
- e. Provide secretariat services in PSB meetings;
- f. Compute and analyzes result of PSB deliberation;
- g. Render opinions on queries pertaining to salary/benefit claims;
- h. Represent the Superintendent in personnel committees;
- i. Develop and administers a comprehensive personnel program pursuant to existing rules and regulations;
- j. Validate NOSI and NOSA of Third Level officials prior to submission to the signing authority;
- k. Initiate plans to promote employee welfare;
- l. Conceptualize employee welfare programs; and
- m. Provide technical assistance to school officials and teachers on cooperative development;
- n. Assist in the development and administration of personnel programs in the Department; develop monitoring and evaluation instruments/tools for such (e.g. personnel audit).

6. The Personnel Selection Board (PSB) is composed of the following:

Chairman :	<b>JEAN G. VELOSO</b> Acting Assistant Schools Division Superintendent	
Members :	<b>ERLINDA G. DAEL</b> Chief, CID	<b>RUDY O. MAGDUGO</b> Chief, SGOD
	<b>BERNADETTE P. SAMACO</b> Administrative Officer V	<b>RUDY O. MAGDUGO</b> Chief, SGOD
	<b>MANOLITO V. SALE</b> MOPSTEA President	<b>MARIO T. ARROYO</b> HR Designate
Secretariat:	<b>CLARIBEL A. RODRIGUEZ</b> Administrative Assistant III	

8. Immediate dissemination of this Memorandum to all concerned is enjoined.

CLL/jgv

To be indicated in the Perpetual Index  
under the following subjects:

PERSONNEL

SELECTION

APPOINTMENT