



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

January 10, 2022

DIVISION MEMORANDUM

No. 025 s. 2022

**TO: ALL INTERESTED AND QUALIFIED APPLICANTS
This Division**

FROM: JONATHAN S. DELA PEÑA, Ph. D., CESO V
Schools Division Superintendent

SUBJECT: RANKING FOR ADMINISTRATIVE OFFICER II (THIRTY ITEMS-30).

1. This Office announces the ranking of qualified applicants for Administrative Officer II.
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 are the basic qualifications for the identified vacant positions:

Position	Education	Experience	Training	Eligibility
Administrative Officer II SG-11 Item Nos.660188;660189;660190;660191;660192;660193;660194;660195;660196;660197;660198;660199;660200;660201;660202;660203;660204;660205;660206;660207;660208;660209;660210;660211;660212;660213;660214;660215;660216;660217;	Bachelor’s Degree relevant to the job	Not required	Not required	Career Service (Professional) Second Level Eligibility

4. Interested applicants shall submit one folder of photocopied documents on or before January 31, 2022 to the Schools Division Superintendent as follows.

- a. Application letter;
- b. Accomplished Form 212 with 2"x2" 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. Certificate of participation to national/international training must be supported with a certified copy of the **authority to travel**/participate in said national/international training and a **Re-entry Plan** in order for the points of such document be credited to the applicant's points. Moreover, article published for wide circulation in the local, national or international paper must be supported it with the author's **notarized sworn affidavit** stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.

6. The cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations, Publication of an article and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum.

7. Research and Innovation must be supported with manuscript, approval sheet, letter or certification. For innovation, additional certification and/or letter or any document as proof of fully implemented, adopted in the district or regional.

8. Applicants shall bring original copies of the documents they have submitted for the interview/deliberation at the Office of the Assistant Schools Division Superintendent which shall be announced later.

9. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.

10. For the entire duration of the activity, all the applicants shall adhere DepEd Oder No. 29 s. 2002 on this Office's Implementation of Equal Opportunity Policy (EOP), that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others

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

Chairman : **NIMFA R. LAGO**
Assistant Schools Division Superintendent

Members : **INGRID C. HEBRON**
Administrative Officer V

MELANIE C. ESTENZO
HRMO

MARIA ASUNCION G. RAFOLS
MOPSTEA President

MARK LORREN T. TEJANO
NEU President

Secretariat: **CLARIBEL A. RODRIGUEZ**
Administrative Assistant III

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



JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

JSD/clr