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

February 20, 2024

DIVISION MEMORANDUM

No. 102 s. 2024

TO: ALL INTERESTED AND QUALIFIED APPLICANTS
This Division

SUBJECT: RANKING FOR ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II

1. This Office announces the ranking of qualified applicants for Administrative officer II, Administrative Assistant III and Administrative Assistant II this division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No.007, s. 2023, otherwise known as "Guidelines on the Recruitment, Selection, and Appointment in the Department of Education."
3. The following are the basic qualifications for the identified vacant positions:

Position	Education	Experience	Training	Eligibility
Administrative Officer II SG-11 Item No. 660064-2020; 660070-2020; 660168-2023	Bachelor's Degree relevant to the job	Not required	Not required	Career Service (Professional) Second Level Eligibility
Administrative Assistant III SG 9 Item No. 660147-2017;660151-2017;660204-2018;660206-2018;660178-2017	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS(Sub-Professional) First Level Eligibility
Administrative Assistant II SG-8 Item No. 660039-2014;660143-2017;660144-2017;660156-2017;660170-2017;660025-2004;660276-2016;660278-2016;660282-2016;660286-2016;660299-2016;660303-2016;660306-2016;660313-2016	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS(Sub-Professional) First Level Eligibility

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before March 1, 2024 to the Schools Division Superintendent as follows.

- a. Application letter;
- b. Accomplished Form 212 with 2x2 picture;
- c. Latest Performance Rating ;
- d. Updated copy of service record;
- e. Transcript of records;(Not certification from the registrar)
- f. Certificate of registration/ Renewed PRC license;
- g. all available and eligible pertinent documents as stipulated in DepEd Order No. 007, s. 2023; 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 at the Office of the Assistant Schools Division Superintendent on a scheduled date which will be announced later.

6. Additional documents submitted after the deadline shall never be accepted nor be given points during evaluation and interview.

7. For the entire duration of the activity, this Office adheres to DepEd Order No. 29 s. 2002 known as "Merit Selection Plan of the Department of Education" and strict implementation of Equal Employment Opportunity Principle (EEOP) that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

8. Only the qualified applicants who can submit the documents on time shall be included in the selection line-up, who shall also join the interview/deliberation.

9. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of the followi

Chairman : **MARY ANN M. ALLERA**
Asst. Schools Division Superintendent

Members : **MARIA TERESA M. ABSIN**
SGOD Chief

JANICE LOURDES S. RESURRECCION
Administrative Officer V

MELANIE C. ESTENZO
HRMO/AO IV

MARIA ASUNCION G. RAFOLS
MOPSTEA President

MARK LORREN T. TEJANO
NEU President/Level 2 Representative

Secretariat: **CLARIBEL L. RODRIGUEZ**
BETTY P. SALIRING

10. Immediate dissemination of this Memorandum is enjoined.


EDILBERTO L. OPLENARIA, EdD., CESO V
Schools Division Superintendent