



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

May 5, 2023

DIVISION MEMORANDUM

No. 252 s. 2023

TO : ALL QUALIFIED APPLICANTS
This Division

SUBJECT: RANKING FOR ADMINISTRATIVE OFFICER V

1. This Office announces the ranking of qualified applicants for **ADMINISTRATIVE OFFICER V**, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 007, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."
3. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Administrative Officer V- SG 18 Item No. OSEC-DECSB-ADOF5-660011-2004	Bachelor's degree	3 years relevant experience	8 hours 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 May 16, 2023 to **EDILBERTO L. OPLENARIA**, 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 schedule date which will be announced later.
6. 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.

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

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

Chairman : **ERLINDA G. DAEL, PhD, CESE**
Asst. Schools Division Superintendent

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

RHODORA L. GALLARES
Education Program Supervisor
OIC AO V

MARIA ASUNCION G. RAFOLS
Education program Supervisor
MOPSTEA President


MELANIE C. ESTENZO
HRMO/AO IV

MARK LORREN T. TEJANO
NEU President

Secretariat: **CLARIBEL L. RODRIGUEZ**

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

For the Schools Division Superintendent:


ERLINDA G. DAEL, PhD.
Assistant Schools Division Superintendent
Officer-in-Charge

EGD/clr