



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City



August 2, 2019

DIVISION MEMORANDUM
No. 413 s. 2019

TO : ALL APPLICANTS
This Division

FROM: RANDOLPH B. TORTOLA
Schools Division Superintendent

SUBJECT: RANKING FOR ADMINISTRATIVE OFFICER V

1. This Office announces the ranking of qualified applicants for promotion to **ADMINISTRATIVE OFFICER V**, 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 V-SG 18	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 August 29, 2019 to **RANDOLPH B. TORTOLA**, 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. 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 and other pertinent documents for the said selection shall be on or before the date of the posting of this Division Memorandum.

7. 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.

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

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

Chairman : **ROWENA H. PARA-ON**
ASDS

Members : **ERLINDA G. DAEL**
CID Chief

MARIO T. ARROYO
ADAS II

RUDY O. MAGDUGO
SGOD Chief

LYNNETH R. ABROGUEÑA
PESPA President

RHODORA L. GALLARES
Education Program Supervisor
OIC AO V

MELANIE C. ESTENZO
AO IV

MARIA ASUNCION G. RAFOLS
MOPSTEA President

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

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


RANDOLPH B. TORTOLA
Schools Division Superintendent

RBT/clr