



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



December 5, 2019

**DIVISION MEMORANDUM**

No. 719 s. 2019

**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**

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	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 December 20, 2019 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. 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 late.

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

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

Chairman : **ROWENA H. PARA-ON**  
Assistant Schools Division Superintendent

Members : **RUDY O. MAGDUGO**                      **ERLINDA G. DAEL**  
SGOD CHIEF                                      CID CHIEF

**RHODORA L. GALLARES**                      **MELANIE C. ESTENZO**  
OIC Administrative Officer V                      HRMO

**MARIO T. ARROYO**  
ADMIN ASSISTANT 2

**MARIA ASUNCION G. RAFOLS**  
MOPSTEA PRESIDENT

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

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

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