



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

October 7, 2020

TO: ALL QUALIFIED APPLICANTS

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

SUBJECT: RANKING FOR ADMINISTRATIVE OFFICER IV (RECORDS OFFICER)

1. This Office announces the ranking of qualified applicants for **ADMINISTRATIVE OFFICER IV (Records Officer)**, this Division.

2. The following qualification standards shall be considered:

| Position Title/SG | Education | Experience | Training | Eligibility |
|---------------------------------|---------------------------------------|-------------------------------|------------------------------|---|
| Administrative Officer IV SG 15 | Bachelor's degree relevant to the job | 1 year of relevant experience | 4 hours of relevant training | CS (Prof.) Second Level Eligibility |

3. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before November 3, 2020 to **JONATHAN S. DELA PEÑA, Ph. D., CESO V**, 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
- uu. Omnibus certification of authenticity and veracity of all documents submitted.

4. 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.

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

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

Chairman : **NIMFA R. LAGO, Ph. D., CESO VI**
Assistant Schools Division Superintendent

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

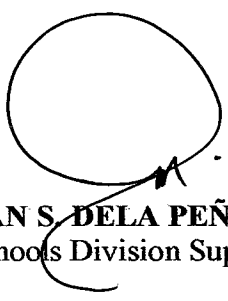
MELANIE C. ESTENZO
AO IV

MARIA ASUNCION G. RAFOLS
MOPSTEA President

MARK LORREN T. TEJANO
NEU President

Secretariat: **CLARIBEL A. RODRIGUEZ**
Secretariat

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



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

JSD/clr