



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

June 14, 2024

**DIVISION MEMORANDUM**

No. 355 s. 2024

**TO: ALL INTERESTED AND QUALIFIED APPLICANTS**  
This Division

**SUBJECT: RANKING FOR ADMINISTRATIVE OFFICER II FOR ELEMENTARY SCHOOLS, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL VACANT POSITIONS**

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.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-11/27,000 Monthly Salary Item Nos. for Elementary Schools 660254-2024 to 660299-2024 and 660300-2024 to 660304-2024 Item Nos. for Junior HS 660305-2024 to 660308-2024 Item Nos. for SHS 660309-2024; 660068-2016; 660061-2020; 660090-2016; 660096-2016; 660099-2016; 660106-2016; 660112-2016; 660145-2016; 660177-2016	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility

4. Interested applicants shall submit one folder of photocopied documents on or before July 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. Training beyond five (5) years from the date of announcement will not be given points. Moreover, 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 two (2) months before the date of the posting of this Division Memorandum.

6. 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.

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

8. For the entire duration of the activity, this Office adheres 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.

9. Only the qualified applicants who can submit the documents on time shall be included in the comparative assessment (CAR), who shall also join the interview/deliberation

10. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of the following:

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**  
Education Program Supervisor  
MOPSTEA President

**MARK LORREN T. TEJANO**  
NEU President/Level 2 Representative

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

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

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