



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

17 Jul 2020

DIVISION MEMORANDUM
No. 153, s. 2020

ANNOUNCEMENT OF VACANCY: ADMINISTRATIVE OFFICER II POSITION

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the extension on submission for Applications for Administrative Officer II position to **August 07, 2020, 11:59PM**. Duties and responsibilities of the position include those under the following Key Result Areas (KRAS):
 - i. Personnel Administration
 - ii. Property Custodianship
 - iii. Other functions- combination of the duties and responsibilities of the Information Office, Public Relations Officer, Budget Officer and others
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.”
3. The following qualification standards shall be considered:

Prescribed Qualifications

 - a. *Education*: Bachelor’s Degree relevant to the job
 - b. *Training*: None required
 - c. *Experience*: None required
 - d. *Eligibility*: CS Professional; 2nd level eligibility

Required Competencies

 - a. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
 - b. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsavador.city@deped.gov.ph



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4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be ADMIN-AO2_Full Name (e.g. ADMIN-AO2_Juana D. Cruz). The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph on or before the deadline.
- Application Letter;
 - Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - Certificate of Registration/ License or any proof of eligibility;
 - Performance Rating for the last three (3) rating periods;
 - Updated copy of Service Record;
 - Transcript of Records;
 - All available and eligible pertinent documents as stipulated in DepED Order No. 66, s. 2007; and
 - Omnibus certification of authenticity and veracity of all documents submitted.
5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will undergo the interview, tentatively scheduled on *August 26-28, 2020*.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:
- Chairman: **Aliena S. Dajay, Ph.D., CESE**
Assistant Schools Division Superintendent
- Members: **Rolly B. Labis, Ph.D.**
SGOD, Chief Education Program Supervisor
- Jeffrey M. Martinez**
Administrative Officer V
- Helen E. Maasin**
Education Program Supervisor, NEU-Division Chapter Representative
- Anna Mae M. Atillo**
Human Resource Management Officer II
- Secretariat: **Randy Rhys U. Capistrano**
Administrative Assistant III

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

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

RECRUITMENT

SELECTION

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