



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

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24 Sep 2021

DIVISION MEMORANDUM  
No. 377, s. 2021

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
ADMINISTRATIVE OFFICER II POSITIONS**

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 positions to **October 15, 2021, 11:59 PM**. Interested applicants may request a copy of the duties and responsibilities of the position via email to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph).
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**
  - e. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
  - f. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills



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Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.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 2021-ADOF2\_Full Name (e.g. 2021-ADOF2\_Juana D. Cruz). The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph) on or before the deadline.
  - a. Application Letter;
  - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
  - c. Certificate of Registration/ License or any proof of eligibility;
  - d. Performance Rating for the last three (3) rating periods;
  - e. Updated copy of Service Record;
  - f. Transcript of Records;
  - 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. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (Just click: Career Opportunities → Selection Line-Up), will undergo the interview, tentatively scheduled on *November 23, 2021*.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Pureza B. Oco	Jovel C. Labis
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
September 25- October 15, 2021	Submission of Application Documents	Applicants and HRMPSB Secretariat
October 25-November 05, 2021	Initial Evaluation	HRMO
	Background Investigation	HRMPSB Secretariat





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November 09, 2021	HRMPSB Meeting	HRMPSB
November 10, 2021	Orientation of Applicants	Applicants and HRMPSB
November 23, 2021	HRMPSB Deliberation	Applicants and HRMPSB
November 26, 2021	Submission of Comparative Assessment Report w/ attachments	Personnel Unit

8. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
9. Immediate dissemination of this 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:

HIRING      RECRUITMENT      SELECTION



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