



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

2 Jun 2023

DIVISION MEMORANDUM
No. 258, s. 2023


**NOTICE ON POSTED SELECTION LINE-UP:
ADMINISTRATIVE OFFICER IV
(HUMAN RESOURCE MANAGEMENT OFFICER IV)**

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

1. This is to inform the field that the Selection Line-up for the following position/s is already available and viewable at our Division Website: www.depedelsalvadorcity.net → Career Opportunities → Selection Line-Up.

Position	Item Number
Administrative Officer IV	OSEC-DECSB-ADOF4-660003-2014

2. Applicants enlisted are invited for further evaluation. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: recruitment.elsalvadorcity@deped.gov.ph.
3. HRMPSB shall conduct the necessary evaluation/screening of applicants and deliberation then submit results to the Office of the Schools Division Superintendent **on or before June 9, 2023**.
4. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). 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.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:
HIRING RECRUITMENT SELECTION



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
Forging Partners



SELECTION LINE-UP

Position: **Administrative Officer IV (Human Resource Management Officer II)**

Salary Grade and Monthly Salary: SG 15, P 36,619

Qualification Standards:

- Education Bachelor's degree relevant to the job
- Training 4 hours of relevant training
- Experience 1 year of relevant experience
- Eligibility Career Service Professional (2nd Level Eligibility)


ITEM NO. OSEC-DECSB-ADOF4-660003-2014

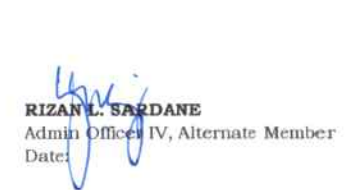
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	2023-ADOF4-0001	BS COMMERCE MAJOR IN ACCOUNTANCY	1. DISTANCE LEARNING PROGRAM ON THE RULES OF CONDUCT AND ETHICAL BEHAVIOR IN THE CIVIL SERVICE RA6713 2. TQM FOR DEALERS 3. BASIC MANAGEMENT PROGRAM 4. ADVANCED STRATEGIC CREDIT MANAGEMENT	40 16 8 16	1. DISTRICT CREDIT AND COLLECTION MANAGER	2/18/2021 - 1/31/2023	CS PROFESSIONAL (2ND LEVEL ELIGIBILITY)	Qualified
2	2023-ADOF4-0002	BS IN INDUSTRIAL ENGINEERING	1. ORAOHRA 2. WEBINAR ON BASIC RECORDS AND ARCHIVES MANAGEMENT 3. WEBINAR ON THE EFFICIENT AND EXPEDIENT MANAGEMENT OF ADMIN CASES AND PROPER AND SAFE HANDLING OF CASE RECORDS 4. ONLINE COURSE ON LEARNING AND DEVELOPMENT PROCESS FOR PRIME-HRM LEVEL 2 5. WORKPLACE WELLNESS 6. WORKSHOP-CONFERENCE ON GAMES DOCUMENTATION, SCREENING AND ACCREDITATION OF ATHLETES AND COACHES 7. FY 2018 PBB VALIDATION WORKSHOP	16 40 24 24 16 16 32	1. ADAS3 2. AO2	6/1/2015 - 11/14/2016 11/15/2016 - PRESENT	CS PROFESSIONAL (2ND LEVEL ELIGIBILITY)	Qualified
3	2023-ADOF4-0003	BS IN ACCOUNTANCY	1. BASIC AND ADVANCED OFFICE 365 PRODUCTIVITY TOOLS	40	1. ADAS3 2. REGISTRAR I 3. AO2	10/16/2014 - 7/15/2018 7/16/2018 - 04/05/2020 04/06/2020 - PRESENT	PD 907	Qualified
4	2023-ADOF4-0004	BS IN BUSINESS MANAGEMENT	1. ONLINE COURSE ON PERFORMANCE MANAGEMENT FOR PRIME-HRM LEVEL 2 2. ORAOHRA 3. APPRECIATION OF LEAVE BENEFITS 4. ORIENTATION-WORKSHOP ON THE VALIDATION AND INTEGRATION OF PSIFOP TO THE HRIS 5. BEMEF DIVISION ROLL-OUT	25 24 16 16 16	1. ADA VI 2. ADAS III 3. AO2	7/17/2017 - 3/26/2019 3/27/2019 - 9/27/2020 9/28/2020 - PRESENT	CS PROFESSIONAL (2ND LEVEL ELIGIBILITY)	Qualified

Prepared and certified correct by the Initial Evaluation Results (IER) Committee:

RANDY RHYS U. CAPISTRANO
Admin Assistant III, Designated Chairperson
Date:


STEPHANIE R. SALIGUMBA
Budget Officer, Member
Date:


ALAN T. SACULINGAN
Supply Officer, Member
Date:


RIZAN L. SARDANE
Admin Officer IV, Alternate Member
Date: