



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

June 14, 2024

DIVISION MEMORANDUM

No. 171, s. 2024

CALL FOR APPLICATION FOR ADMINISTRATIVE OFFICER II

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principal in-Charge
Unit/Section Heads
Elementary and Secondary School Heads
Human Resource Merit, Promotion, and Section Board
All Other Concerned

1. In compliance with Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) and DepEd Order No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Office hereby announces the Call for **Administrative Officer II** position in this Schools Division adhering to the principle of the Open Ranking System/One Stop Shop Evaluation Process.
2. DepEd Northern Samar provides equal opportunity for employment/promotion. Thus, anyone who is qualified, irrespective of age, race, ethnicity, religious affiliations, gender preference and disability, is encouraged to apply.
3. Applicants must meet the following Qualification Standards.

Position Title	SG/Leve 1	Educational	Experience	Training	Eligibility
Administrative Officer II	11/1	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional 1 (Second Level Eligibility



4. The criteria and point system for evaluative assessment are as follows:

Criteria	Breakdown of Points
	SG 10-22 and SG 27
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI, Work Sample Test)	20
TOTAL	100


6. The following are the application requirements to be submitted in one (1) folder to the Division Human Resource Management Office completely and properly arranged in the following order:
- a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, OIC – Schools Division Superintendent, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman N. Samar, 6400, stating the position applied for;
 - b. Duly accomplished PDS (CS Form 212, revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of scholastic/academic record such as, but not limited to Transcript of Records (TOR) and Diploma, General Weighted Average (GWA), including completion of graduate and post-graduate units/degrees, if available;
 - f. Photocopy of Certificate/s of Training, if applicable;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Mean of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and

- ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.

7. The schedule of selection process is as follows:

Orientation of Applicants	June 28, 2024 (Catarman Gym)
Submission and Acceptance of Application at the Division Human Resource Management Office	June 24-28, 2024
Initial Evaluation	July 1-5, 2024
Submission of Initial Evaluation Result	July 9, 2024
HRMPSB Deliberation of Initial Evaluation Result	July 10, 2024
Posting of Initial Evaluation Result	July 12, 2024
Board Hearing	July 15-19, 2024

- 8. Important reminder: Incomplete and late submission of application requirements shall no longer be entertained after the deadline set by this Memorandum to observe fairness and equity, and to promote merit and fitness. Applicants are advised to wear corporate attire during the Board Hearing.
- 9. Interview, deliberation and evaluation of applicants' documents shall be on an "OPEN RANKING SYSTEM" and the "ONE STOP SHOP" procedure shall be observed so that all concerned applicants will be able to determine their rating immediately after the appraisal of points. However, the initial **results are still subject for review by the Division Human Resource Merit, Promotion and Selection Board prior to the determination of final rating/points earned and the posting of results.**
- 10. **Applicants who want to retain their rating from previous approved Comparative Assessment Result (CAR) are required to submit the following documents:**
 - a. A letter of intent/request for retention of rating;
 - b. Certification of rating from previous CAR duly signed by the HRMPSB Chair.
- 11. **Applicants who want to update their rating from previous CAR, are required to submit the following documents:**
 - a. A letter of intent/ request for retention of rating;
 - b. Certification of rating from previous CAR duly signed by the HRMPSB Chair;
 - c. Supporting documents to update the criteria;
 - d. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement.
- 12. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR., PhD., CESO VI
 OIC- Schools Division Superintendent

