



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

11 Aug 2023

DIVISION MEMORANDUM
No. 339, s. 2023

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

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

1. This Office would like to inform all interested applicants for Administrative Officer II, that the deadline for submission of applications is extended until **August 25, 2023, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	Item No.	Station Assignment
Administrative Officer II	OSEC-DECSB-ADOF2-660042-2016	Division Office

2. The ranking shall abide with the guidelines stipulated in DepED Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education." Further, all previous applicants who submitted their application documents based on the previous Memoranda of this vacancy are encouraged to update their documents in accordance to the new recruitment guidelines to maximize their chances of earning competent rating result.
3. The assessment for this position shall be based on the following criteria:
- **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - **Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
 - **Experience** relevant to the position to be filled;



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Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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- **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
 - **Outstanding Accomplishments** acquired after the last promotion;
 - **Application of Education** acquired after the last promotion;
 - **Application of Learning and Development (L&D)** acquired after the last promotion; and
 - **Potential** measured using other evaluative assessments
4. 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*: Career Service (Professional) - Second Level eligibility
- Required Competencies**
- a. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;
 - b. *Core Skills*: Oral Communication Written Communication, Computer/ICT Skills
5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab, which shall be 2023-ELSA-ADOFA_Full Name (e.g. 2023-ELSA-ADOFA_Juana D. Cruz). **Order of documents shall be as follows:**
- a. Letter of intent addressed to the Schools Division Superintendent
RANDOLPH B. TORTOLA
Schools Division Superintendent
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - c. Photocopy of Certificate of Eligibility/Report of Rating
 - d. Photocopy of valid and updated PRC License/ID, if applicable
 - e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
 - f. Copy of General Weighted Average (GWA) duly certified by the University Registrar, if Applicable
 - g. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable
 - h. Photocopy of Certificates of Training if applicable
 - i. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable



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- j. Photocopy of Latest Appointment, if applicable
- k. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
- l. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points
 - i. Awards and Recognition MOVs:
 - (3) Memorandum or document showing the Criteria for the Search / Designation
 - (2) Certificate of recognition/Award
 - ii. Research and Innovation MOVs:
 - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
 - (2) Accomplishment report verified by the Head of Office
 - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office
 - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office
 - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page.
 - iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
 - (1) Issuance/Memorandum showing the membership in NTWG or Committee
 - (2) Certificate of Participation or Attendance;
 - (3) Output/ Adoption by the organization/DepEd
 - iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
 - (1) Issuance/ Memorandum/ Invitations/ Training Matrix
 - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation
 - (3) Slide deck/s used and/or Session guide/s
 - v. NEAP Accredited Learning Facilitator MOVs:
 - (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office



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- m. Means of Verification (MOVs) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
- (1) Action Plan approved by the Head of Office
 - (2) Accomplishment Report verified by the Head of Office
 - (3) Certification of the utilization/adoption signed by the Head of Office
- n. Means of Verification (MOVs) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:
- (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
 - (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
 - (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
 - (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main
Chairperson	Conniebel C. Nistal
Members	Rolly B. Labis
	Jeffrey M. Martinez
	Felanie Marie A. Lim
	Alan T. Saculungan
Secretariat	Randy Rhys U. Capistrano



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7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
August 15, 2023 (AM)	Orientation of Applicants <i>via MS Teams or FB Live</i>	Applicants, Personnel Unit and HRMPSB
Until August 25, 2023, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
August 30, 2023	Initial Evaluation	IER Committee
September 1, 2023	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
September 12, 2023	Interview and Final Deliberation	HRMPSB & Applicants
September 13, 2023	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. Interested applicants who want to join the orientation may register through this link: <https://tinyurl.com/OrientationForDepEdELSA>
9. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadorcity.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
10. 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.
11. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent
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To be indicated in the Perpetual Index
Under the following subjects:

HIRING RECRUITMENT SELECTION



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