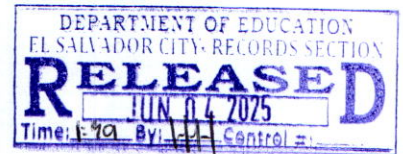




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



04 JUN 2025

DIVISION MEMORANDUM
No. 179, s. 2025

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ADMINISTRATIVE OFFICER II (HRMO I)**

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 announces the call for the submission of Applications for Administrative Officer II, until **June 16, 2025, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	SG/ Salary	Item No.	Station Assignment
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660504-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660505-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660506-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660507-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660508-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660509-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660510-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660511-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660512-2025	Elementary Schools



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Email Address: elsalvador.city@deped.gov.ph

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Position	SG/ Salary	Item No.	Station Assignment
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660513-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660514-2025	Elementary Schools
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660515-2025	El Salvador City NHS
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660516-2025	Himaya NHS
Administrative Officer II	SG-11 / Php 30, 024.00	OSEC-DECSB-ADOF2- 660517-2025	Sinaloc NHS

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.”
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;
 - **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



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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 2025-ELSA-ADOF2A_Full Name (e.g. 2025-ELSA-ADOF2A_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. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable
- g. Photocopy of Certificates of Training if applicable
- h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
- i. Photocopy of Latest Appointment, if applicable
- j. 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
- k. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points
 - ii. Awards and Recognition MOVs:
 - (1) Memorandum or document showing the Criteria for the Search / Designation
 - (2) Certificate of recognition/Award
 - iii. 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



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- (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.
- iv. 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
- v. 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
- vi. 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
- e. 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
- f. 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



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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, Asst. Schools Division Superintendent
Members	Rolly B. Labis, Chief-SGOD
	Jeffrey M. Martinez, AO V
	Felanie Marie A. Lim, HRMO II
	Alan T. Saculigan, AO IV
Secretariat	Randy Rhys U. Capistrano, ADAS III

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
Until June 16, 2025, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
June 19, 2025	Initial Evaluation	IER Committee
June 24, 2025	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
June 26, 2025	Work Sample Test	Applicants and HRMPSB Secretariat
July 1-2, 2025	Interview and Final Deliberation	HRMPSB & Applicants
July 8, 2025	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadoricity.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation. Qualified applicants will also receive confirmation via email.



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9. 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.
10. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, 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 the Performance Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Department of Education			
Position Title	Administrative Officer II	Salary Grade	11
Parenthetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School	Division	
Reports to	School head and AO V for Administrative Services in the SDO	Effectivity Date	
Positions Supervised		Administrative Assistants/Aides in the School	Page/s
JOB SUMMARY			
This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: - recruitment and selection of applicants in the school assigned - promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment - Prepare ERF of qualified teachers and submit to SDO for processing Personnel Records - Update regularly 201 files and maintain database of personal information of school personnel - Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated - Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) - Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto - Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS - Update vacation service/leave credits of school personnel and regularly communicate to all concerned - Maintain the confidentiality of personal information of school personnel to which he/she has legal access. - Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. Compensation and Benefits - Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) - Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification - Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO Other HR-related functions - Update school personnel of the latest HR-related policies - Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school - Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the schoolhead b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	a. Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers b. Assist the school planning team in the preparation of SIP/AIP c. Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc d. Perform other functions as may be assigned by the immediate supervisor.

Note: Items 5.2 and 5.3 of the **Department of Budget and Management (DBM) Budget Circular No. 2004-3** Conversion of Positions Performing Staff/Non-Technical Functions (copy attached, for ready reference), essentially provides that positions allocated to the new position titles **may be assigned any combination of the duties** and responsibilities of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is **determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School).**