

Republic of the Philippines

Department of Education

Region III SCHOOLS DIVISION OF PAMPANGA

August 09, 2024

DIVISION MEMORANDUM NO. 508 ____, s. 2024

VACANCY ANNOUNCEMENT: EIGHT (8) ADMINISTRATIVE OFFICER II **POSITIONS**

TO

SGOD and CID Chiefs

Public Elementary and Secondary School Heads

All Others Concerned

1. This is to announce the recruitment, selection and hiring of Administrative Officer II

positions, this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	August 16, 2024	8:00 a.m 5:00 p.m.	Records Unit
b. Pre-assessment	August 19, 2024	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Online Interview, Examination and Open Ranking		TBA	

2. The Qualification Standards of the said position are indicated in the table below.

		QUALIFICATION STANDARDS	
	Administrativ	e Officer II / SG-11	
A.	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	

- 3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.
- 4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.
- 5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.
- 6. Appraisal of credentials will be based on **DepEd Order No. 07**, s. 2023 (non-teaching positions). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.
 - Letter of intent addressed to the Schools Division Superintendent indicating the preferred station
 - Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
 - Photocopy of valid and updated PRC License/ID, if applicable c)







Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)

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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 postgraduate units/degrees, if available

f) Photocopy of Certificate/s of Training, if applicable

Photocopy of Certificate of Employment, Contract of Service, or duly signed Service
Record, whichever is/are applicable

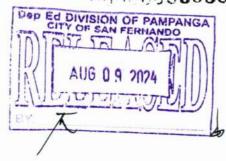
h) Photocopy of latest appointment, if applicable

- Photocopy of the Performance Ratings in the last rating period(s) covering one
 (1) year
 performance prior to the deadline of submission, if applicable
- 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:
 k.a) 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
 k.b) 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
- 8. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
- 9. Attached is a copy of duties and responsibilities of the said positions.

10. Immediate dissemination of this Memorandum is desired.

ROMEO M. ALIP, PhD, CESO V Schools Division Superintendent

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