January 28, 2021

**DIVISION MEMORANDUM**
**DM No. 029, s. 2021**

### CALL FOR APPLICATION FOR THE REMAINING ADMINISTRATIVE OFFICER II POSITIONS OF ELEMENTARY SCHOOLS IN SDO QUEZON

To:  OICs, Office of the Asst. Schools Division Superintendent, Chief, Curriculum Implementation Division, Chief, Schools Governance and Operation Division, Education Program Supervisors, Public Schools District Supervisors, HRMPSB – Chairman and Members, Elementary, JHS and SHS School Heads, All Others Concerned

1. All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation, are advised to submit documents (hard copy and scanned copy PDF file only) for Administrative Officer II on or before February 8, 2021 (Monday) for open ranking.

2. Qualified applicants are hereby advised to submit the following pertinent documents:
   a. Letter of intent addressed to the Schools Division Superintendent
   b. Personal Data Sheet (PDS) with Work Experience Sheet
   c. Transcript of Records (Authenticated)
   d. Eligibility
   e. Updated Service Record or Certificate of Employment with inclusive dates
   f. Performance Rating for the last 2 Years (in current position if applicable)
   g. Outstanding accomplishments relevant to the position
   h. Certificate of Trainings and Seminars Attended. However, training and seminars already used for an earlier promotion will no longer be credited for the next promotion.
   i. Other pertinent documents related to the position.

3. The Personnel Selection Board (PSB) and Sub-Committee Members shall facilitate the open ranking procedure, validation of documents, and written skills/test.

4. In view of the limited AO II items approved for FY 2020 and in order to maximize the availability of the items, the Schools Division Superintendent (SDS) may deploy the AO II items allocated for their Schools Division Office (SDO) as shared services catering to a DepEd district or a cluster of nearby schools without existing administrative items.

DEPEDQUEZON-TM-SDS-04-009-003

*"Creating Possibilities, Inspiring Innovations"*
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Date/Time: 01/29/2021 10:57am
By: Rommel
Ref No. : DM 029, S. 2021

5. Applicants are advised to submit the **hard copy of application folders** through district liaison officers **and the scanned copy** of pertinent documents in a PDF file format (one PDF file only) thru **tinyurl.com/ADOF2APP**. Pertinent documents for submission should be in **proper arrangement** as stated in No. 2 of this memorandum. **In addition, incomplete documents will not be entertained and no additional documents will be accepted after the deadline.**

6. Applicants who will pass the initial evaluation will be informed through a division memorandum for the schedule online interview and written/skills test. Those who will meet the cut-off score of 50 points and above will be included in the rank list.

7. Listed below are the Qualification Standards for the positions.

   **POSITION/SALARY GRADE: ADMINISTRATIVE OFFICER II/ SG-11**

   QUALIFICATIONS:

           EDUCATION  : Bachelor's Degree relevant to the job
           EXPERIENCE: None required
           TRAINING    : None required
           ELIGIBILITY  : Career Service (Professional)/ Second Level Eligibility

   - **Preferred Additional Requirements**
     - ➢ With experience in human resource management and supply management.
     - ➢ Computer Literate

8. Applicants may be assigned to district offices in Real and Catanauan as Satellite Offices, provided to submit the letter of intent address to SDS indicating their desire to be assigned in the said Offices. The SDS may deploy and assigned the the AO II to cluster of nearby schools without existing administrative items with priority on the localization law and other relevant policies that maybe applied.

| DISTRICT | SCHOOL |
|---|---|
| Burdeos District | 1. BURDEOS CS |
| General Nakar District | 2. GENERAL NAKAR CS |
| Infanta District | 3. BINULASAN IS ELEM |
| | 4. BANUGAO ES |
| | 5. PICAB ES (Real Satellite Office) |
| | 6. TONGOHIN ES (Real Satellite Office) |
| | 7. ALITAS ES |
| Patnanungan-Jomalig | 8. PATNANUNGAN CS |
| Real District | 9. TIGNOAN ES |
| Buenavista District | 10. BUENAVISTA CES |
| Mulanay District | 11. MULANAY CES |

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| | |
|---|---|
| San Andres District | 12. SAN ANDRES CES |
| | 13. TALISAY ES |
| | 14. MANGERO ES |
| San Francisco District | 15. PAGSANGAHAN ES (Catanauan Satellite Office) |
| | 16. BAYOG ES (Catanauan Satellite Office) |
| | 17. DON JUAN VERCALOS ES |
| | 18. TAYUMAN ES |
| | 19. BUSDAK ES |
| | 20. CASAY ES |
| | 21. AURORA CENTRAL ANNEX I ES |
| San Narciso District | 22. VILLA REYES ES |
| Calauag West District | 23. STA. MARIA ES |
| Guinayangan District | 24. GUINAYANGAN ES |
| Guinayangan District | 25. DON GUILLERMO ELEAZAR ES |
| Tagkawayan District | 26. RIZAL ES |

9.  The district liaison officers shall receive hard copies of documents for submission to the Division Office for evaluation on or before **February 8, 2021**. In addition, the Administrative Officer II personnel shall assist the HRMPSB in checking the completeness of the documents of the applicants.

10. Qualified applicants who meet the cut-off scores shall undergo online interview and examination as part of the hiring process as provided by **DepEd Order no. 66, s. 2007**.

11. Immediate dissemination and strict compliance of the Memorandum is desired.

**ELIAS A. ALICAYA, JR.**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

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