



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

May 7, 2020

## DIVISION MEMORANDUM

DM No. 101, s. 2020

### SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE OFFICER IV (RECORDS OFFICER II)

To: Assistant Schools Division Superintendents, Elementary and Secondary School Heads, Unit Heads, All Others Concerned

1. This office invites all qualified applicants regardless of age, gender, sexual orientation, social status; disability, civil status, religion, ethnicity, class and political affiliation are advised to submit the scanned copy of documents (PDF File) for Administrative Officer IV (Records Officer II) on or before **May 25, 2020** for open ranking.
2. Qualified applicants are advised to submit the pertinent documents as follows:
  - a. Personal Data Sheet
  - b. Transcript of Records (Authenticated)
  - c. Certificate of Trainings and Seminars Attended
  - d. Eligibility
  - e. Service Record
  - f. Performance Rating for the last two (2) rating periods (If applicable)
  - g. Other pertinent documents relative to the position can be brought on the date of evaluation for appreciation of Division Selection Board. However, all activities and accomplishments already use for an earlier promotion will no longer be credited for the next promotion. Accomplishments to qualify for the credit points will be for the last three years, if not used for previous promotion.
  - h. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.
3. The Members of Personnel Selection Board (PSB) and Technical Working Group (TWG) shall facilitate the open ranking procedure, validation of applicants' pertinent documents and interview.
4. Applicants are advised to submit their scanned pertinent documents thru <http://deped.in/RecordsOfficerRank> upon evaluation of documents, online interview of qualified applicants will be on **May 28, 2020**.
5. Attached here with is the Qualification Standards for Administrative Officer IV (Records Officer II)
6. For immediate dissemination.

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

Asds/gmi05/07/2020

DEPEDQUEZON-TM-SDS-04-009-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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DEPED - QUEZON  
ICT UNIT  
U P L O A D E D

Date/Time: MAY 7, 2020  
By: Cristell 8:53 P.M.  
Ref. No.: DM 101, s. 2020



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## POSITION/SALARY GRADE: Administrative Officer IV (Records Officer II) / SG15

### QUALIFICATIONS:

- EDUCATION** : Bachelor's degree relevant to the job
- EXPERIENCE** : 1 year relevant experience
- TRAINING** : 4 hours relevant training
- ELIGIBILITY** : Career Service Professional / Second Level Eligibility
- ADDITIONAL**
- REQUIREMENTS:** Computer Literate, has expertise on Records Management

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