



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 October 2021

DIVISION MEMORANDUM
DM No. 781 s. 2021

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF ADMINISTRATIVE OFFICER II
ITEMS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN SDO QUEZON**

**To: OIC- Assistant Schools Division Superintendent
Chiefs- CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
PSB- Chairman and Members
Public Elementary and Secondary School Heads
Administrative Officer II
All Others Concerned**

1. This office announces the submission of pertinent documents of applicants for 115 Administrative Officer II (AOII) items in selected Elementary and Secondary schools in this division. Kindly see Enclosure 1 for the indicative Program of Activities
2. In connection with the above stated, the Department of Education released "DM-HROD-2021-0171 Re: DEPLOYMENT OF ADMINISTRATIVE OFFICER II ITEMS TO PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR FY 2021" dated September 3, 2021, states that *"In view of the limited newly created AO II items in FY 2021, some items shall be deployed to clusters of schools to increase the number of schools that will be able to avail the administrative services of the AO II. For purposes of AO II deployment, a cluster school shall consist of 2-3 schools within the same district. The Schools Division Offices (SDOs) shall determine which schools shall be clustered."*
3. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliations.

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4. Qualified applicants are advised to submit the following pertinent documents: **USE EAR TAG/TAB FOR EASY ASSESSMENT AND EVALUATION OF DOCUMENTS**
- a. Letter of intent addressed to the Schools Division Superintendent (Kindly indicate the position and school you are applying for)
 - b. Personal Data Sheet (PDS) with Work Experience Sheet
 - c. Performance Rating for the last three years
 - d. Updated Service Record
 - e. Transcript of Record (TOR) authenticated by the University where the applicant graduated
 - f. Diploma authenticated by the School/University
 - g. Certificate of Employment with brief description of duties and responsible (if applicable)
 - h. Photocopy of License/Proof of eligibility authenticated by PRC or CSC
 - i. Outstanding accomplishments related to the position being applied for
 - i. Outstanding Employee Award/s
 - ii. Innovations
 - iii. Research and Development Projects
 - iv. Publications/Authorship
 - v. Consultant/Resource Speakership in Trainings/Seminars
 - j. Certificate of trainings relevant to the position being applied for which are not yet credited during the last promotions.
 - k. Omnibus Certifications of Submitted Documents

5. The Qualifications Standards and the Preferred Qualification of the said positions as follows:

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 Qualifications**

With experience in human resource management, supply management or financial management, Computer literate

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6. Interested and Qualified Applicants shall submit their pertinent papers to the person-in-charge (Administrative Assistant/Liason Officer) as stated in attached Enclosure 2 on or before **October 25, 2021** and the deadline of submission to the Division Office or Sub-Office of the person-in-charge (Administrative Assistant/Liason Officer) will be on **October 26, 2021 (5:00 PM)**. Documents should be in **proper arrangement** as stated in item no. 4 of this memorandum. In addition, **incomplete documents will not be entertained and no application and additional documents will be accepted after the deadline.**

7. The documents received by the person-in-charge (Administrative Assistant/Liason Officer) shall be forwarded to the Division Office or Sub-Office for the conduct of pre-evaluation of pertinent documents in accordance with **DepEd Order No. 66, s. 2007** entitled **“Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Personnel”** and the **Qualification Standards (QS)** shall be in accordance with the **Civil Service Commission (CSC)** prescribed qualification for the said position. The consolidated result of the evaluated documents of the sub-office shall be forwarded to the Committee members (HRMPSB/TWG) at the Division office. Moreover, a separate memorandum will be released for the conduct of behavioral interview and examination of shortlisted qualified applicants who met the cut-off score. Furthermore, the result of the Final Registry of Qualified Applicants will be per municipality

8. The Committee Members (HRMPSB/TWG) shall facilitate the applicants behavioral event interview and examination in the prescribed venue or online platform on the scheduled dates provided on this memorandum. Furthermore, they will be assigned to lead the activities in each cluster to be assisted by the selected Administrative Officer II personnel. They may request the assistance of school heads and public schools district supervisors to provide support in the activity.

9. The following guidelines are hereby given emphasis in reference to **DM 181, s. 2020** re: **IMPLEMENTATION OF EVALUATION PERCENTAGE AND CUT-OFF SCORE IN THE**

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TOTAL EARNED POINTS OF APPLICANTS IN THE PROCESS OF HIRING AND PROMOTION;

- a. The cut-off score for inclusion in the RQA is 50 points.
 - b. There shall be a separate RQA per municipality and applicants with the highest score will be called according to the school he or she submitted the intent to apply for.
10. Activities relative to the entire process should strictly follow the existing health and safety protocols.
11. Travel and incidental expenses of all concerned relevant to this activity shall be charged against MOOE/local funds subject to usual accounting and auditing rules and regulations.
12. Immediate and wide dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure to DM No. 781, s. 2021

Enclosure 1

Date	Activities	Committee Responsible
October 13-25, 2021	Submission of pertinent documents to the person-in-charge of cluster schools	Person-in-Charge (Administrative Assistant/Liaison Officer)
October 19, 2021	Online Orientation Meeting of HRMPSB, TWG, and Selected Administrative Officer II of cluster (see attached enclosure) Note: Separate memorandum will be released for the final schedule of online orientation meeting.	HRMPSB, TWG and selected Administrative Officer II of cluster
October 27-29, 2021	Pre-evaluation of pertinent documents	Selected Administrative Officer II of cluster
November 8 – 12, 2021	Validation and Final Evaluation of Pertinent documents	Committee members (HRMPSB/TWG) see attached enclosure
3 rd week of November	Release of Memorandum for qualified applicants for interview and examination (See Attachment 1 for the	Administrative Officer II of Division Office

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	schedule by cluster)	
Last week of November	Finalization of RQA and selection of Qualified Applicants through PSB HRM deliberation activity	Committee members (HRMPSB/TWG)

Enclosure 2

CLUSTER COMMITTEE FOR THE SELECTION OF ADMINISTRATIVE OFFICER II

CLUSTER	MUNICIPALITY	VENUE OF SUBMISSION	VENUE OF EVALUATION	COMMITTEE MEMBERS (HRMPSB/TWG)
GROUP 1				
SDO QUEZON PAGBILAO	SAMPALOC	Adela S. Torres NHS (Sampaloc NHS Extension)	LIBRARY HUB SDO PAGBILAO	Pre-Evaluation of documents – Administrative Officer II Team Leader <ul style="list-style-type: none"> • Raquel Venzuela Members <ul style="list-style-type: none"> • Norvic Villania • Sharon Venzuela • Mildred Glorioso
	LUCBAN	Paaralang Elementarya ng Lukban - 1		
	MAUBAN	Mauban South Central Elementary School I		
	PAGBILAO	Pagbilao Central Elementary School		
	GROUP 2			
	CANDELARIA	Candelaria Elementary School, Main	LIBRARY HUB SDO PAGBILAO	Validation of Documents – Education Program Supervisors and HRMO II <ul style="list-style-type: none"> • Celestina M. Alba • Abner M. Pureza • Wennie O. Gaela
	DOLORES	Dolores Central School		

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	SARIAYA	Sariaya East Central Main Elementary School		<ul style="list-style-type: none"> • Anna Jean M. Ogerio
	TIAONG	Claro M. Recto Main Central School		<p>Members</p> <ul style="list-style-type: none"> • Zarah Ciel M. Nañez • Girile Solina • Michelle Malijan <p>Validation of Documents – Education Program Supervisors</p> <ul style="list-style-type: none"> • Carmela Ezel A. Orogo • Asuncion C. Ilao
GROUP 3				
	PADRE BURGOS	Padre Burgos Central School		<p>Pre-Evaluation of documents – Administrative Officer II</p> <p>Team Leader</p> <ul style="list-style-type: none"> • Aireene Morales <p>Members</p> <ul style="list-style-type: none"> • Arvin Zeta • Sarah Lynn Diala • Arlene Tolentino • Gloria F. Magtibay <p>Validation of Documents – Education Program Supervisors and Administrative Officer V</p> <ul style="list-style-type: none"> • Walter F. Galarosa • Juanito A. Merle • Maria Dolores D. Atienza
	PITOGO	Pitogo Central School 2		
	UNISAN	Unisan Central Elementary School	LIBRARY HUB SDO PAGBILAO	

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CLUSTER	MUNICIPALITY	VENUE OF SUBMISSION	VENUE OF EVALUATION	COMMITTEE MEMBERS (HRMPSB/TWG)
REAL SUB-OFFICE	BURDEOS	Burdeos Central School	REAL CENTRAL ELEMENTARY SCHOOL	Pre-Evaluation of documents – Administrative Officer II Team Leader <ul style="list-style-type: none"> • Rhona May Radan Members • Ruel Sungduan • Dessery Mauhay Validation of Documents – Education Program Supervisors <ul style="list-style-type: none"> • Celestina M. Alba • Abner M. Pureza
	GENERAL NAKAR	General Nakar Central School		
	INFANTA	Infanta Central School		
	POLILLO	Polillo Central School		
	PANUKULAN	Panukulan Central School		
	REAL	Real Central Elementary School		
	JOMALIG	Jomalig Central School		
	PATNANUNGAN	Patnanungan Central School		
CATANAUAN SUB-OFFICE	SAN FRANCISCO	Aurora Elementary School	CATANAUAN ELEMENTARY SCHOOL	Pre-Evaluation of documents – Administrative Officer II Team Leader <ul style="list-style-type: none"> • Bryan Fernandez Member • Coleen Ciara Rosales • Cherry Rose Aranza • Cristine Cabangon Validation of Documents – Education Program Supervisor <ul style="list-style-type: none"> • Walter F. Galarosa • Juanito A. Merle
	BUENAVISTA	Buenavista Central Elementary School		
	CATANAUAN	Catanauan Central School		
	MULANAY	Mulanay Central Elementary School		
	SAN NARCISO	San Narciso Central Elementary School		
	SAN ANDRES	San Andres Central Elementary School		
GUMACA SUB-OFFICE	ALABAT	Alabat Central Elementary School	GUMACA NATIONAL HIGH SCHOOL	Pre-Evaluation of documents – Administrative Officer II Team Leader <ul style="list-style-type: none"> • Bryan Merjudio
	ATIMONAN	Atimonan Central Elementary		

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	SCHOOL	Member
	CALAUAG Sabang Elementary School	<ul style="list-style-type: none"> • Crisela Moreno • Zarah Jessica Pasta • Yoninah Ibal
	GUMACA Gumaca West Central Elementary School	Validation of Documents Education Program Supervisor
	GUINAYANGAN Guinayangan Elementary School	<ul style="list-style-type: none"> • Joan Alejaida Mauhay • Ma. Dylin S. Garcia
	LOPEZ Lopez West Elementary School	
	PEREZ Perez West Elementary School	
	QUEZON Quezon Elementary School	
	TAGKAWAYAN Tagakawayan Central Elementary School	
	PLARIDEL Plaridel Central School	

Enclosure 4

LIST OF ADMINISTRATIVE OFFICER II VACANCIES WITH THE FOLLOWING ASSIGNMENTS

ELEMENTARY

NO.	SCHOOL	MUNICIPALITY	NATURE OF ASSIGNMENT
1	Carlagan Integrated School	Burdeos	
2	Mararaot Integrated School	Gen. Nakar I	
3	Minahan ES	Gen. Nakar I	
4	Umiray ES	Gen. Nakar II	
5	Gumian ES	Infanta	
6	Libjo ES	Infanta	
7	Magsaysay ES	Infanta	
8	Apad ES	Jomalig	
9	Paaralang Elem. Ng Lucban 3B	Lucban	
10	Paaralang Elem. Ng Lucban 4	Lucban	

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11	Paaralang Elem. Ng Lucban 5	Lucban	CLUSTERED ELEMENTARY SCHOOL
12	Cagbalete I Annex ES	Mauban South	
13	Liwayway ES	Mauban North	
14	Mabato ES	Mauban North	
15	SWA ES	Mauban North	
16	Bukal ES	Pagbilao I	
17	Polo North ES	Pagbilao II	
18	Bongliw ES	Panukulan	
19	Calasumanga ES	Panukulan	
20	Katakian ES	Patnanungan	
21	Patnanungan Norte ES	Patnanungan	
22	Sibulan ES	Polillo	
23	Taluong ES	Polillo	
24	Kiloloron ES	Real	
25	KINATIHAN II ES	Candelaria East	
26	Pahinga Sur ES	Candelaria East	
27	San Isidro ES	Candelaria East	
28	Bulakin ES	Dolores	
29	Don Eulogio Capino ES	Dolores	
30	Balubal ES	Sariaya East	
31	Bucal ES	Sariaya East	
32	Concepcion Banahaw ES	Sariaya West	
33	Emiliano Gala ES	Sariaya West	
34	Kiling ES	Sariaya West	
35	Lutgarda Causapin ES	Sariaya West	
36	Lutucan I ES	Sariaya West	
37	Mamala Integrated School	Sariaya East	
38	San Roque ES	Sariaya West	
39	Talaan ES	Sariaya East	
40	Tumbaga I ES	Sariaya East	
41	Ayusan ES	Tiaong I	
42	Bulakin ES	Tiaong I	
43	Cabay ES	Tiaong II	
44	Lagalag ES	Tiaong II	
45	San Isidro ES	Tiaong II	
46	San Juan ES	Tiaong II	
47	San Pedro ES	Tiaong I	
48	Talisay ES	Tiaong II	
49	Bagong Silang ES	Buenavista I	
50	Hagonghong ES	Buenavista II	
51	Peregrino C. Natividad ES	Catanauan I	
52	Ireneo L. Comiso ES	Catanauan II	
53	Manuel Uy Ek Liong ES (Matandang Sabang Kanluran ES)	Catanauan II	
54	Tuhian ES	Catanauan II	
55	San Isidro ES	Gen. Luna	
56	Sergio Balane Integrated School	Gen. Luna	
57	Ajos ES	Mulanay I	
58	Malibago ES	Mulanay I	
59	Calangcang ES	Mulanay I	

**CLUSTERED
ELEMENTARY
SCHOOL**

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60	Ibabang Yuni ES	Mulanay II	CLUSTERED ELEMENTARY SCHOOL
61	Ilayang Yuni ES	Mulanay II	
62	Patabog ES	Mulanay II	
63	Polo Integrated School	Padre Burgos	
64	Yawe ES	Padre Burgos	
65	Amontay ES	Pitogo	
66	Dulong Bayan ES	Pitogo	
67	Camflora ES	San Andres	
68	Camflora ES- Annex	San Andres	
69	Inanuran ES	San Andres	
70	Tala ES	San Andres	
71	Tamnao ES	San Andres	
72	Butanguiad ES	San Francisco II	
73	Gregorio G. Edano Sr. ES	San Francisco II	
74	Loawan ES	San Francisco I	
75	Look Awasan ES	San Francisco I	
76	Mabuhay ES	San Francisco I	
77	Binay ES	San Narciso I	
78	Punta ES	San Narciso I	
79	Vigo CES	San Narciso I	
80	White Cliff ES	San Narciso I	
81	Guinhalinan ES	San Narciso II	
82	Lakdayan ES	San Narciso II	
83	Angeles Caglate Integrated School	Alabat	
84	RT Camacho Integrated School	Alabat	
85	Malusak ES	Atimonan I	
86	San Rafael ES	Atimonan I	
87	Atimonan CS - Annex	Atimonan II	
88	Sapaan ES	Atimonan II	
89	Tagbakin ES	Atimonan II	
90	Sumilang ES	Calauag East	
91	Pangahoy ES	Calauag West	
92	Pinagkamaligan ES	Calauag West	
93	Sumulong ES	Calauag West	
94	Aloneros ES	Guinayangan North	
95	Lagyo ES	Gumaca East	
96	Panikihan ES	Gumaca East	
97	Mabunga ES	Gumaca West	
98	Villa Perez ES	Gumaca West	
99	Lalaguna I ES	Lopez East	
100	Magallanes ES	Lopez East	
101	Pansol ES	Lopez West	
102	Don Gregorio C. Yumul, Sr. ES	Lopez West	
103	Perez CS	Perez	
104	Severo Tejada Integrated School	Perez	
105	Katimo ES	Tagkawayan I	
106	Kinatakutan ES	Tagkawayan I	
107	Sta. Cecilia ES	Tagkawayan I	

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SECONDARY SCHOOLS (NON-IMPLEMENTING UNIT)

NO.	SCHOOL	MUNICIPALITY	NATURE OF ASSIGNMENT
1	Adela S. Torres NHS (Sampaloc NHS Ext.)	Sampaloc	CLUSTERED SCHOOLS
2	Caigdal National High School	Unisan	
3	Lalig National High School	Tiaong	
4	Mabunga National High School	San Francisco (Aurora)	
5	Maligaya NHS	Atimonan	
6	Sariaya National High School	Sariaya	
7	Talisay NHS	Tiaong	
8	Tumbaga NHS	San Francisco (Aurora)	

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