

**DIVISION MEMORANDUM**  
No. 172, s. 2020

**CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT II  
(DISBURSING OFFICER II) AND ADMINISTRATIVE OFFICER II (HRMO-I)  
POSITIONS**

To: Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Personnel Selection Committee  
Elementary and Secondary School Heads  
This Division

1. This Office announces the conduct of Selection of Qualified Applicants for Administrative Assistant II (Disbursing Officer II) for Simasay National High School and Administrative Officer II (HRMO-I) positions for Tangub City Central School.

2. Per DepEd Order No. 66 s. 2007, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Administrative Officer II (Human Resource Management Officer I)	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility)
Administrative Assistant II (Disbursing Officer II)	Completion of 2 years studies in college	1 year of relevant experience	4 hours relevant training	Career Service (Sub professional) First Level Eligibility

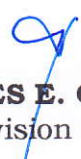
3. Applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before August 28, 2020 as follows:

- Letter of Intent
- CSC Form 212 (Revised 2017) with 2x2 ID picture;
- Certified photocopy of last approved appointment;
- Updated Service Record;
- Certified photocopy of Performance Rating for the last three years;
- Transcript of Records;
- Certified photocopy of Certificates of relevant trainings/seminars





- h. Outstanding Accomplishment; and  
i. Omnibus certification of the completeness, authenticity and veracity of the documents submitted and signed by the applicants.
4. The documents shall be arranged accordingly to what are enumerated in Paragraph 3 which includes table of contents;
- Each sheet must bear a page number;
  - Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i);
  - Deliberation sheet shall be stapled inside at the left portion of the folder;
  - The applicants shall prepare two sets of pertinent documents following the above preparation;
  - The original copies of the documents shall be brought and submitted for the interview / deliberation at the Office of the Assistant Schools Division Superintendent on a schedule which will be announced later;
  - Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.
5. The Personnel Selection Board (PSB) is composed of the following:
- Chairperson:  
Rosemarie T. Macesar - Assistant Schools Division Superintendent (ASDS)
- Members:
- |                      |   |
|----------------------|---|
| Myrna T. Regidor     | - Chief, School Governance and Operations Division (SGOD) |
| Carmelita A. Jubay   | - Chief, Curriculum Implementation Division (CID)         |
| Margissa T. Amen     | - Administrative Officer V                                |
| Lorna C. Penonal     | - Education Program Supervisor, TACIDETERA President      |
| Anna Daphne C. Mugar | - Accountant III/Section Head                             |
| Delma R. Denapo      | - Administrative Officer IV                               |
- Secretariat:
- |                      |                             |
|----------------------|-----------------------------|
| Carelyn L. Villegas  | - Administrative Officer II |
| Geraldine C. Benghit | - Administrative Officer II |
6. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent 

AEC/ drd  
Incl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

RECRUITMENT      SELECTION      APPLICANT      POLICY

