17 Jan 2025

DIVISION MEMORANDUM
No. ___019___ , s. 2025

ACCEPTANCE OF APPLICATION FOR THE VACANT POSITION OF ADMINISTRATIVE OFFICER II – PERSONNEL UNIT

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
EPSs and PSDSs
Public Elementary and Secondary School Heads
All Others Concerned

1.   This Office announces the acceptance of application for Administrative Officer II – Personnel Unit position.

2.   The Human Resource Merit Promotion and Selection Board (HRMPSB) shall use the **DepEd Order No. 7 s. 2023** – "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" for the selection process of the vacant positions.

3.   The Department of Education SDO Lucena City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or Indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

4.   The CSC minimum qualification standards for the vacant positions are as follows:

NON-TEACHING LEVEL II POSITION

POSITION:	ADMINISTRATIVE OFFICER II *(1 ITEM)*	
SALARY GRADE:	11	
ITEM NUMBER:	OSEC-DECSB-ADOF2-270016-2019	
	CSC Prescribed Qualifications:	*Preferred Qualifications:*
EDUCATION:	Bachelor's degree relevant to the job	
TRAINING:	None Required	*4 hours relevant training*
EXPERIENCE:	None Required	*1 year relevant experience in personnel administration*
ELIGIBILITY:	Career Service Professional (Second Level Eligibility)	
PLACE OF ASSIGNMENT:	DepEd Lucena City – Personnel Unit	

Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. IIa. Iyam, Lucena City
Contact Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
Website: depedlucena.com

5. Below is the job summary of the abovementioned position:

6. All interested applicants are **required** to input their application details using the provided link below. Applicants who do not input their details **will not be** included in the pool of applicants.

    Link: *https://tinyurl.com/SDOLucena2025Hiring-004*

7. The cut-off score for the vacant position is **50 points**.

8. All interested applicants shall submit the following documents in **hard copy** to the Records Unit on or before **January 31, 2025, 5:00 p.m. only.**

9. **ARRANGE AND USE TAB/DIVIDERS/LABEL FOR EASY ASSESSMENT AND EVALUATION OF DOCUMENTS, TO WIT:**

    Mandatory Requirements
    a. Letter of intent addressed to the Schools Division Superintendent:

    Susan DL. Oribiana
    Schools Division Superintendent
    Division of Lucena City

    b. Duly accomplished and **notarized** Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet
    c. Photocopy of **authenticated** valid & updated PRC License/ID, if applicable
    d. Photocopy of **authenticated** Certificate of Eligibility/ Report of Rating, if applicable
    e. Photocopy of **authenticated** scholastic/academic record/Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
    f. Certification of bachelor degree's General Weighted Average (GWA)
    g. Photocopy of Certificate/s of Training, if applicable
    h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
    i. Photocopy of latest appointment, if applicable
    j. Photocopy of duly signed and approved Performance Ratings/ IPCRF in the last rating period(s) covering one (1) year performance prior to the deadline of submission
    k. 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.

    Additional Documentary Requirements
    l. 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. *(check the references for the complete list of MOVs)*
    m. Checklist of Requirements and Omnibus Certification/ Waiver *(see the link provided below)*
    n. Other documents as may be required *(see DepEd Order No.7 s.2023)*

10. All applicants for Administrative Officer II **must** submit a certification of their General Weighted Average (GWA).

11. Application documents or any additional documents submitted after the due date **will no longer be accepted nor entertained.**

12. Applicants who failed to submit **COMPLETE MANDATORY DOCUMENTS/ REQUIREMENTS** indicated above shall not be included in the pool of official applicants. *(DepEd Order No. 7 s. 2023 Article V, item no. 21)*

13. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly **signed** and **notarized**. Any false and fraudulent document submitted shall be ground for disqualification.

14. Applicants may refer to the link and QR code below for the Checklist of Requirements and Omnibus certification, scoresheet and duties and responsibilities.
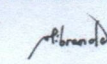
    Link: https://tinyurl.com/SDOLucenaHiringForms2025-004

15. The schedule of the selection process for the vacant positions are as follows:

DATE	ACTIVITIES	PERSONNEL INVOLVED
January 21 - 31, 2025	Submission of application documents	Records Unit Personnel Unit
February 3-5, 2025	Encoding of details of applicants to the Initial Evaluation Result (IER) form	HRMO & Secretariat
TBA *(To be advised)*	Conduct initial evaluation of documents based on the qualification standards	HRMPSB
TBA *(To be advised)*	Schedule of Open Ranking	HRMPSB Applicants

16. Immediate dissemination of this Memorandum is desired.

SUSAN DL. ORIBIANA
Schools Division Superintendent

Reference: **DepEd Order No. 7 s. 2023** – "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"