



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 Schools Division of Cebu Province

**Office of the Schools Division  
 Superintendent**

March 27, 2023

**DIVISION MEMORANDUM**

No. 084 s. 2023

**RANKING OF APPLICANTS FOR ADMINISTRATIVE OFFICER II POSITION OF  
 SDO CEBU PROVINCE**

To: Assistant Schools Division Superintendents  
 Division Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors /District Caretakers  
 Elementary and Secondary School Heads  
 All Other Concerned

1. The Office announces the Ranking of Applicants for Administrative Officer II adhering to the hiring guidelines as stipulated in the Agency’s New Merit Selection Plan:

**Deped Order 19, s.2022** – “The Department of Education Merit Selection Plan”

2. Please be guided of the minimum qualification standards for the vacant Administrative Officer II position:

<b>EDUCATION</b>	<b>ELIGIBILITY</b>	<b>EXPERIENCE</b>	<b>TRAINNG</b>
Bachelor’s degree relevant to the job	Career Service Professional (2 <sup>nd</sup> Level) Eligibility	None required	None required

3. The Administrative Officer II is responsible for the effective and efficient implementation of the following areas:

<b>KEY RESULT AREA</b>	<b>DUTIES AND RESPONSIBILITIES</b>
Personnel Administration	Recruitment and Selection Personnel Records Compensation and Benefits Other HR-Related Functions
Property Custodianship	Facilitate inventory, procurement and issuance of materials, supplies, equipment of the school based on approved SIP/AIP.  Ensure supplies, materials, equipment, textbooks and other learning resource materials are stored properly in a secured facility.  Prepare and submit reports on all property accountability of the school.
General Administrative Support	Assist school head in the preparation of School Form 7 (SF7)  Assist planning team in the preparation of SIP/AIP.



	Provide administrative support to school heads and teachers such as reproduction of learning materials, materials, encoding of reports, preparation of documents and other functions as may be assigned by immediate head.
Financial Management	<p>Assist the school head in the preparation of documents such as but not limited to:</p> <p>(1) Cash Disbursement register;  (2) Authority to Debit/Credit account;  (3) Liquidation reports to include all supporting documents;  (4) Preparation of required reports from COA, DBM and other oversight agencies</p> <p>Facilitate submission of all financial documents to the SDO and/or bank, if needed.</p> <p>Provide assistance to other financial-related task of the school head</p> <p>Perform other functions as may be assigned by the school head.</p>

4. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.
5. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for the next higher position and not jump beyond the three-salary grade limit from his/her current position based on the 2017 ORAOHRA as amended.
6. Applicants shall prepare only one (1) folder containing pertinent documents which are certified true copies of the original documents. Applicants are required to bring the original documents upon submission of the application.
7. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate the claims of applicants.
8. The pertinent documents are to be arranged and fastened in a white folder with proper tabbing and a table of contents based on the list, as attached.
9. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.
10. Enclosed is the schedule of activities for the ranking of vacant positions.
11. Applicants and the HRMPSB Committee shall strictly comply at all times with all precautionary measures including but not limited to social distancing, etc.
12. Meals, Accommodation, and Other Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
13. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
14. For immediate, widest dissemination and guidance of all concerned.

  
**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent

(Enclosure to Division Memorandum No. \_\_\_\_, s.2023)

**SCHEDULE OF ACTIVITIES IN THE RANKING OF APPLICANTS FOR ADMINISTRATIVE OFFICER II POSITION**

Date	Venue	Time	No. of Working Days	Activities
April 3-5, 2023	Anywhere with internet connectivity	24 hours	3 days	Online application by the applicants <a href="http://www.depedcebuprovince.ph">www.depedcebuprovince.ph</a> <a href="http://112.198.193.182/">(http://112.198.193.182/)</a>  <b>NOTE: Should the online application portal be inaccessible, directly submit application to HR Unit.</b>
April 3-5, 2023	Division Office – HR Unit	8:00am-5:00pm	5 days	Submission and Initial Assessment of applicants' pertinent documents
April 11-13, 2023	Deped Ecotech Center	8:00am-5:00pm	3 days	<ul style="list-style-type: none"> <li>- Orientation of the members of Division HRMPSB Committee</li> <li>- Documents' Review by the Division HRMPSB Committee</li> <li>- Preparation of the Tentative Ranklist</li> </ul>
April 17, 2023	Deped Ecotech Center	8:00am-5:00pm	3 days	Interview and Confirmation of Points of Applicants
April 18, 2023	Deped Ecotech Center	8:00am-5:00pm	1 day	Final Review, Submission and signing of the Tentative Ranklist
April 19-29, 2023	Division Office/conspicuous places	8:00am-5:00pm	10 days	Posting of results.  <b>Note: Request for corrections shall only be entertained during posting period</b>
May 2, 2023	Division Office	8:00am-5:00pm	1 day	Consolidation of points after corrections
May 3, 2023 & onwards				Implementation Schedule

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*(Enclosure to Division Memorandum No. \_\_\_\_, s.2023)*

**LIST OF DOCUMENTARY REQUIREMENTS FOR ADMINISTRATIVE  
OFFICER II POSITION**

1. Application Letter indicating the position applied for
2. CSC 212 (Personal Data Sheet, Revised 2017), with the latest 2x2 ID picture
3. Transcript of Records both baccalaureate degree and graduate studies authenticated by the issuing agency
4. Latest Service Record/Certificate of Employment
5. Certificates of Relevant Training Attended (must be within the last five (5) years)
6. Certificate of Eligibility authenticated by the issuing agency
7. Performance Rating for the last three rating periods (with at least VS rating)
8. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership).

Note: being a facilitator cannot be credited to speakership

9. Certificates of specialized training, scholarship grants, chair/co-chair of in technical working committee
10. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant
11. Data Privacy Consent Form
12. Other pertinent documents to support application

**COMPOSITION OF THE DIVISION HRMPSB COMMITTEE**

<b>HRMPSB CHAIRMAN:</b>	<b>DR. VICTOR A. YBANEZ, CESE</b> OIC-Asst. Schools Division Superintendent	
<b>MEMBERS:</b> (Teaching & Related-Teaching)	Dr. Gladys Balagtas OIC-SGOD Chief	Dr. Mary Ann Flores CID Chief
	Mrs. Elma Larumbe Principal IV	Mr. Edsel Ursal Principal II
	Dr. Arlene Buot Principal III	Mr. Melville Dela Peña Principal I
	Mrs. Candida Purgatorio Principal III	Mr. Henry Espina Principal I
	Mrs. Fritzie Soronio Principal II	Mr. Rogelio Maunes Head Teacher I
<b>ENCODERS/SECRETARIAT:</b>	Mr. Joel Sanchez, Jr. Ms. Christine Miñao Ms. Glycerine Villahermosa	

<b>HRMPSB CHAIRMAN:</b>	<b>DR. VICTOR A. YBANEZ, CESE</b> OIC-Asst. Schools Division Superintendent	
<b>MEMBERS:</b> (Non-Teaching)	Dr. Gladys Balagtas OIC-SGOD Chief	Dr. Mary Ann Flores CID Chief
	Atty. Orville Dela Cerna Legal Officer	Mr. Jeremy C. Denampo, JD Administrative Officer V
	Ms. Monina Sarah M. Pomarejos Admin. Officer IV-HRMO	Head of Unit where vacancy exists
<b>ENCODERS/SECRETARIAT</b>	Ms. Katrina Trangia – ADOF II/HR Personnel Ms. Jeanette De la Pena – ADOF II/HR Personnel Ms. Rhea Mae Jumao-as – ADOF II/HR Personnel Mr. Rodel Nuneza Jr. – ADA VI/HR Personnel	



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**Human Resource Merit Promotion & Selection Board (HRMPSB)**

**DATA PRIVACY CONSENT FORM**

We at the HRMPSB are committed to provide you with services that are compliant to the Data Privacy Act (RA 10173) including its IRR as well as the other guidelines and issuances by the National Data Privacy Commission (NPC).

**Processing of Personal Data:**

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, birthdate and the like, may be used for (1) ranking purposes only; (2) monitoring the update of your application; (3) sending notifications/updates; and (4) other similar activities, in connection to your application for employment or promotion. Said information will only be used for activities related to recruitment, selection and appointment and will not be shared by other agencies. For posting in the agency website, **only the names will be indicated** (birthdates, contact numbers will not be included), **if an employee/applicant provides written objection to the posting of names on the website or agency's bulletin board, numeric or alphabetic coding may be resorted to.** Information may be used further by the agency for research and for statistical purposes only.

**Data Protection:**

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information who will treat any confidential information under strict confidentiality. In case of a breach, HRMPB shall notify you and inform the National Privacy Commission (NPC) in accordance with the NPC Circular 16-03 or Personal Data Breach Management. Personal information collected are stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

**Rights of the Data Subject:**

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent to my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

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Applicant

hrmpsb/vay2023



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City  
Telephone Nos.: 032-2556405  
Email Address: cebu.province@deped.gov.ph