



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

Office of the Schools Division
 Superintendent

August 08, 2023

DIVISION MEMORANDUM
 No. 313 s. 2023

RANKING OF APPLICANTS FOR OTHER NON-TEACHING POSITIONS 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 Others Concerned

1. The Office hereby announces the Ranking of Applicants for other Non-teaching Positions of SDO Cebu Province adhering to the hiring guidelines as stipulated in the following:

- DepED Order No.19, s. 2022** – “The Department of Education Merit Selection Plan”
- DepED Order No. 07, s. 2023** – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”

2. Please be guided by the minimum qualification standards for the vacant positions:

POSITION TITLE	EDUCATION	ELIGIBILITY	EXPERIENCE	TRAINING	Salary Grade
Administrative Officer III (ADOF III) for Human Resource Development Services/Recruitment (2 vacancies)	Bachelor's Degree relevant to the job	Career Service Professional Eligibility (2 nd Level)	2 years of relevant experience	8 hours of relevant training	14
Administrative Aide I (1 vacancy)	At least high school graduate (junior high school) with a valid driver's license and no habitual or multiple records of	None (A valid driver's license is preferred)	None	None	01

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(Enclosure to Division Memorandum No. ____, s.2023)

**SCHEDULE OF ACTIVITIES IN THE RANKING OF APPLICANTS FOR
OTHER NONTEACHING POSITIONS**

Date	Venue	Time	No. of Working Days	Activities
August 9-11, 2023	HR Unit	Regular office hours	3 days	Submission of application documents/folders at the HR Unit.
August 10 & 11, 2023	Division Conference Room	Regular office hours	2 days	Review, assessment and validation of the documents submitted by the applicants by the HRMPSB members.
August 12, 2023 (Tuesday)	Division Conference Room	Regular office hours	1 day	Interview and conduct of the written examination of the applicants by the HRMPSB members Preparation of the tentative rank list
August 13-18, 2023	Division Conference Room	Regular office hours	5 days	Final Review, and signing of the Final Rank list (corrections of the tentative rank list)
August 19, 2023 & onwards (Saturday)				Implementation Schedule

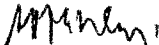


	driving violations (as per LTO records)				
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3. Below is the job summary of the vacant positions to be filled:

POSITION TITLE	JOB SUMMARY
Administrative Officer III (Human Resource Services)	An HR/Admin Officer is responsible for managing personnel records, updating databases, and assisting in HR operations. S/he handles tasks such as creating organizational policies, scheduling interviews, and preparing HR-related reports.
Administrative Aide 1	An administrative aide is an individual who assists with the daily clerical and logistical needs of an office.

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 (as mentioned) 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. Evaluation of documents/folders submitted by the applicants shall be done at the Division Conference Room/second floor by the HRMPSB members
12. Members of the HRMPSB/HR Unit/Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO), overtime pay, or leave credits whatever is applicable for the work or services rendered after the regular office hours and/or on/during Saturdays or holidays.
13. This Memorandum shall serve as **AUTHORITY TO TRAVEL** to all personnel involved in this activity.
14. For immediate, widest dissemination and guidance of all concerned.


SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent