



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

Office of the Schools Division
 Superintendent

September 19, 2023

DIVISION MEMORANDUM

No. 391 s. 2023

RANKING OF APPLICANTS FOR ADMINISTRATIVE OFFICER II, PROJECT DEVELOPMENT OFFICER I (PDO I) AND ADMINISTRATIVE ASSISTANT III OF SDO CEBU FOR CY 2023/2024

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 announces the Ranking of Applicants for Administrative Officer II, Project Development Officer I, and Administrative Assistant III (Senior Bookkeeper) for Calendar Year 2023.
2. Applicants shall be assessed utilizing the following hiring guidelines/issuances:

Deped Order No. 19, s.2022 – “The Department of Education Merit Selection Plan”
Deped Order No. 7, s.2023 – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”

3. Applicants shall be guided by the following qualification standards:

Position Title	Education	Experience	Eligibility	Training
Administrative Officer II (AO II) Salary Grade: 11	Bachelor’s degree relevant to the job (Preferred Bachelor’s degree in Industrial Relations or Human Resource Management)	None required	Career Service (Professional) Second Level Eligibility	None required (Preferred: 8 hours relevant training)
Project Development Officer I (PDO I) Salary Grade: 11	Bachelor’s degree relevant to the job (Preferred: BS in Social Work)	None required	Career Service (Professional) Second Level Eligibility	None required (Preferred: 8 hours relevant training)

9. 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.
10. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents that are not herein listed to substantiate the claims of applicants.
11. Applicants for the various positions shall accomplish/complete the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.
12. Refer to the schedule of activities for the ranking of vacant positions.

ACTIVITY	INCLUSIVE DATES	VENUE/NO. OF DAYS
Submission of application folders through the HR Unit	September 20 - September 30, 2023 (Monday-Saturday 8:am-5:00pm)	HR Unit/11 calendar days
Assessment/Review of applicants' pertinent documents	October 2-7, 2023 (Mon-Sat)	SDO Conference Hall/6 days
Posting of Shortlisted applicants for the vacant position	October 9-13, 2023 (Mon-Fri)	SDO HRMPSB Board/SDO Website and conspicuous places/5 days
Confirmation of Points and Conduct of written examination/interview	October 16-21, 2023 (Mon-Sat)	SDO Conference Hall/6 calendar days
Checking/grading of written tests given to applicants	October 23-24, 2023 (Mon-Tues)	SDO Conference Hall/2 days
Consolidation of points or scores for posting	October 25-26, 2023 (Wed-Thurs)	HR Unit/Office of the HRMPSB Chairman/1 day
Posting of Tentative Comparative Assessment Result (CAR)	Oct. 27 to November 1, 2023 (Fri-Wed)	SDO HRMPSB Board/SDO Website and conspicuous places/5 calendar days
Issuance of Assignment Advice/Appointments	November 2, 2023 and onwards	HRMPSB/SDS Office

NOTE: Appointments will only be issued at the end of the election ban which will end on October 29, 2023.

13. Members of the HRMPSB/HR Unit/ Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered during Saturdays/Holidays.
14. Meals, accommodation, and other expenses incurred during the conduct of the activity shall be chargeable to **DIVISION MOOE**, however traveling expenses incurred by the other members (school heads) of the sub-committee/s who need to travel from the districts or schools shall be charged to the school's MOOE or other local funds available subject to its availability and the usual accounting and auditing rules and/or regulations.
15. This Memorandum shall serve as **AUTHORITY TO TRAVEL** for those stationed in the schools or districts.
16. For immediate, widest dissemination and guidance of all concerned.

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SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent

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Enclosure # 1

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

LIST OF DOCUMENTARY REQUIREMENTS

1. Application Letter addressed to the Schools Division Superintendent indicating the position applied for;
2. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017), with the latest 2x2 ID picture;
3. Work Experience Sheet;
4. Certified True Copy of Eligibility/Board Rating;
5. Certified True Copy of valid and updated PRC ID/License;
6. Certified True Copy of scholastic/academic records (Transcript of Records and Diploma, including completion of graduate or post-graduate units/degree;
7. Latest Service Record/Certificate of Employment/Contract of Service;
8. Certified True Copies of Certificates of Relevant Training Attended **taken/attended within the last five (5) years reckoned from the date/deadline of submission;**
9. Performance Rating for at least one (1) rating cycle or period in the current or latest position prior to the deadline of submission;
10. Certified True Copy of Latest **CSC-approved appointment**/last promotion (mandatory requirement), if applicable;
11. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership);
12. Certificates of specialized training, scholarship grants, chair/co-chair of technical working committee;
13. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity of the documents submitted, signed by the applicant;
14. Data Privacy Consent Form; and
15. Other pertinent documents as may be applicable for position applied for.



Enclosure # 2

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

Human Resource Merit Promotion & Selection Board (HRMPSB)

DATA PRIVACY CONSENT FORM

We at the HRMPSB are committed to provide you with services that are complaint 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 on the agency website, **only the names will be indicated** (birthdate/s, and 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 the personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information and 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 NPC Circular 16-03 or Personal Data Breach Management. Personal information collected is 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 the 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)

Applicant

Form HRMPSB/HRMPSB/002



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Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph