



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

28 JULY 2020

DIVISION MEMORANDUM

No. 169, s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR  
ADMINISTRATIVE OFFICER II/HRMO I IN ELEMENTARY**

To: Officers-in-Charge  
Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. This is to announce to the field the division-wide recruitment and selection of applicant regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.



Position	No. of Position	Work Assignment
Administrative officer II	5	Elementary



2. The qualification standards and competency requirements of the said position are as follows

Position	Education	Experience	Training	Eligibility	Competency Requirement
Administrative Officer II SG-II	Bachelor's Degree relevant to the Job	None Required	Non Required	Career Service (Professional) Second Level Eligibility	Behavioral Competency  Core Skills/ICT Skills

3. Interested qualified applicants are advised to submit the following documents (**photocopy**) properly labelled, with ear tag, per criterion;
  1. Application letter addressed to the Schools Division Superintendent
  2. Two (2) copies of computerized CSC Form 212-revised 2017 (Personal Data Sheet)
  3. Service Record and Copy of previous appointment
  4. Authenticated Certificate of Board Rating/Eligibility
  5. Certified, Authenticated and Verified (CAV) Transcript of Records and Certification of Complete Academic Requirements and Diploma
  6. NBI or Police Clearance



 Brgy. PotoI, Tayabas City  
 (042) 710-0329 or 797-0773

 tayabas.city@deped.gov.ph  
 tayabas.depedr4a.net



7. PSA issued Marriage Contract if any
  8. PSA issued Certificate of Live Birth
  9. Certificate of Trainings for the last three(3) years or after the recent promotion
  10. Required documents for evaluation as stipulated in the **DO # 66 s. 2007** for other Teaching; Related Teaching and Non-Teaching Positions
4. All applicants are advised to submit the documents for their outstanding accomplishments in a sealed envelope separate from their application which shall be opened during the scheduled evaluation of documents.
5. Applicants must ensure that their documents are accurate, complete, and are submitted on time. Late documents shall not be accepted. **Incomplete** documents shall not be entertained and no retrieval of folders shall be allowed once stamped "**Received**" by the office.
6. Below is the timeline for the recruitment and selection process:

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Unit/Receiving Section	August 7, 2020 4:30PM
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	August 10, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	August 11, 2020
Written and Oral Communication Test Evaluation of documents and interview of applicants HRMPSB deliberation and preparation of Comparative Assessment Results CAR)	SDO Conference Hall	August 12, 2020 1:30 PM
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	August 12, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	August 14, 2020

7. Applicants are requested to be physically present during the evaluation and interview if not please contact Ferex Zafranco @ 09286865373.
8. Wide and immediate dissemination of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

