



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
Brgy. Potol, Tayabas City



DEPED-TAY-DM-OSDS-19- 478

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY
SCHOOLS
HEADS, UNIT/SECTION
ALL OTHERS CONCERNED**

FROM : ANIANO M. OGAYON, CESO V
Schools Division Superintendent

**SUBJECT : RECRUITMENT, SELECTION OF APPLICANTS FOR
ADMINISTRATIVE OFFICER II**

DATE : DECEMBER 4, 2019

1. This is to announce to the field the division-wide recruitment and selection of applicant for Administrative Officer II regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation per Department of Budget and Management memorandum re: Department of Education (DepED) –Creation of Additional 245 Administrative Officer II (AO II) SG 11 Positions.

Position	No. of Position	Work Assignment
Administrative Officer II	1	Division Office-Tayabas City

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-11	Bachelor's degree relevant to the job	None	None	Career Service (Professional)/Second Level Eligibility	A. Behavioral Competency B. Core Skills Computer/ICT Skills

3. Interested qualified applicants are advised to submit the following documents in two(2) copies (1 original and 1 photocopy) properly labelled, with ear tag, per criterion;

- Application letter addressed to the Schools Division Superintendent
- CSC Form 212-revised 2017 (Personal Data Sheet) must be computerized

We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.

S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn a gender sensitive and safe workplace *H*-all quality standards



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tayabas.depedr4a.ga



(042) 710-0329 or (042) 797-0773



- c. Service Record and Copy of previous appointment
- d. Authenticated Certificate of Board Rating/Eligibility and PRC ID
- e. CAV of latest Transcript of Records and Diploma/Certificate on CAR
- f. NBI of Police Clearance
- g. PSA issued Marriage Contract/CENOMAR
- h. PSA issued Certificate of Live Birth
- i. Certificate of Trainings for the last three(3 years or after the recent promotion
- j. Required documents for evaluation as stipulated in the DO # 66 s. 2007 for other Teaching; Related Teaching and Non-Teaching Positions

4. The timeline for the recruitment and selection process are indicated below. Applicants are requested to be present during the evaluation and interview.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Unit/Receiving Section	December 12, 2019, 5:00PM
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	December 13, 2019
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	December 16, 2019
Written and Oral Communication Test	SDO Conference Hall	December 18, 2019
Evaluation of documents and interview of applicants	SDO Conference Hall	December 18, 2019
HRMPSB deliberation and preparation of Comparative Assessment Results CAR)	Office of the ASDS	December 19, 2019
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	December 23, 2019
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	December 26, 2019
Conduct of Background Investigation	Upon the request of the Appointing Authority	

5. Applicants must ensure that their documents are accurate, complete, and are submitted on time. Late documents shall not be accepted. No retrieval of folders will be allowed once stamped "Received" by the office.

6. Wide and immediate dissemination of the Memorandum is desired.