



June 5, 2017

Division Memorandum  
No. 85, s. 2017

**RANKING OF QUALIFIED APPLICANTS FOR THE VACANT ADMINISTRATIVE OFFICER IV  
(PERSONNEL SERVICES – SG 15) POSITION**

To: Acting ASDS  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary and Secondary Schools  
Unit Heads, Schools Division Office

1. Please be informed that the **Ranking of Qualified Applicants for the Vacant Administrative Officer IV (Personnel Services – SG 15) Position** is now open. Applicants should meet the following minimum qualifications:

- 1.1. Education: Bachelor's degree relevant to the job
- 1.2. Experience: 1 year relevant experience
- 1.3. Training: 4 hours of relevant training
- 1.4. Eligibility: Career Service (Professional) Second Level Eligibility

2. Interested qualified applicants may now submit their application letter and other pertinent documents addressed to the Schools Division Superintendent, through the office of the Assistant Schools Division Superintendent on or before 5:00 o'clock in the afternoon of **June 23, 2017**.

3. All applicants should submit the following documents:

- 3.1 Application letter
- 3.2 Personal data Sheet (CS Form 212)
- 3.3 Certified Photocopies of:
  - 3.3.1 Updated Service Records
  - 3.3.2 Performance Rating for the last three (3) years
  - 3.3.3 Transcript of Records/Special Order
  - 3.3.4 Latest Appointment
  - 3.3.5 Certificate Attesting Outstanding Accomplishments/ Awards/Recognition Received
  - 3.3.6 Certificates of Relevant Training attended
  - 3.3.7 Certificates of Eligibility/Eligibility Rating
  - 3.3.8 Other documents relevant to the position applied for

4. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **June 22, 2017**. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.



5. All documents submitted for evaluation must be certified photocopies of the original documents. Original documents must be presented during the evaluation and deliberation process for verification purposes.

6. The criteria for ranking (Non-Teaching, Level 2) as per DepED Order No. 66, s. 2007 are as follows:

Performance	-	30 pts.
Experience	-	10 pts.
Meritorious/Outstanding Accomplishment	-	20 pts.
Education	-	15 pts.
Training	-	10 pts.
Psycho-social Attributes	-	5 pts.
Potential	-	<u>10 pts.</u>
<b>TOTAL</b>	-	<b>100 pts.</b>

7. The evaluation of documents, interview and written test is scheduled on **June 27, 2017** (Tuesday) at the Division Office Conference Room at 8:30 in the morning.

8. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D, CESO V**  
Schools Division Superintendent  


References: DepED Order No. 66, s. 2007