



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

March 6, 2024

DIVISION MEMORANDUM

No. **138**, s. 2024

OPEN RANKING SYSTEM FOR ADMINISTRATIVE OFFICER II POSITION

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
OIC, Chief Education Supervisor
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In connection with the on-going comparative assessment and evaluation of applicants for Administrative Officer II Position, this Office hereby announces the schedule for the Open Ranking, skills test and interview for qualified applicants on **March 11 and 12, 2024 at 8:30 a.m., Division Multi-Purpose Hall.**
2. In the conduct of the aforementioned activity, the qualified applicants are advised to bring laptops, extension wires and must ensure WIFI or internet connection for the skills test.
3. The Human Resource Merit Promotion and Selection Board (HRMPSB) adopts an Open Ranking System for qualified applicants to ensure transparency in the process. Results of the comparative assessment, wherein applicants or subset of applicants present are thereat, shall be disclosed to all attendees. Also, clarifications on the results and acknowledgement of their individual assessment must be done during the open ranking & shall require the applicants **to affix their signature** on their Individual Evaluation Sheet (IES).
4. Duly signed IES shall serve as acknowledgement that the applicant has undergone the application & assessment process based on the guidelines & that the results of the individual assessment were discussed with and affirmed by the concerned applicant.





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5. The participants of this activity are the members of the HRMPSB and HRMPSB Sub-Committee Secretariat.
6. Expenses relative to the conduct of this activity shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Encl.: None

Reference:

DO 007, s. 2023
DM 627, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEES

EVALUATION

ASSESSMENT

RANKING



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