



Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OFFICE OF PAMPANGA

Office of the Schools Division Superintendent

January 03, 2020

DIVISION MEMORANDUM  
 NO. 05, s. 2020

**VACANCY ANNOUNCEMENT: ONE (1) ADMINISTRATIVE OFFICER II**

TO : SGOD and CID Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the recruitment, selection and hiring of one (1) Administrative Officer II position to be stationed at Personnel Section (Payroll Unit), this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	January 13, 2019	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	January 14, 2019	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Open Ranking	To be announced soon		

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
Administrative Officer II / SG-11	
A. CSC Prescribed Qualifications	
Education	Bachelor's degree
Experience	None required
Eligibility	Career Service (Professional) Second Level Eligibility
Trainings	None required

3. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

4. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office. Ranking results will be posted at the Division Office official website ([www.depedpampanga.com](http://www.depedpampanga.com)).

5. Appraisal of credentials will be based on DepEd Order No. 66, s.2007 (second level non-teaching positions). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- a) Application letter stating the position applied for
- b) Omnibus certification of authenticity and veracity of documents duly notarized



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- c) Copy of latest approved Appointment/Copy of transmittal to CSC
  - d) CSC Form 212-Revised 2017
  - e) Transcript of Records (authenticated by the issuing school)
  - f) Service Record
  - g) Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)
  - h) Documents for claims on leadership, potentials and accomplishments
  - i) Other documents relevant to the position applied for.
6. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
7. Strict adherence on the above schedule is expected.
8. Immediate dissemination of this Memorandum is enjoined.

**ZENIA G. MOSTOLES, ED.D., CESO V**  
Schools Division Superintendent

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