



Republic of the Philippines
Department of Education
 Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

OCT 04 2021

DIVISION MEMORANDUM

No. 237, s. 2021

**RECRUITMENT AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE OFFICER II
 AND REGISTRAR I POSITIONS**

To: All Concerned

1. This is to announce to the field of the division-wide recruitment and selection of applicants for the positions listed hereunder, which are also open to all interested and qualified applicants regardless of age, sex, civil status, disability, religion, ethnicity and political affiliation.

Position / Item Number(s)	SG	Total Item/s	Annual Salary	Station
Administrative Officer II OSEC-DECSB-ADOF2-420007-2021 OSEC-DECSB-ADOF2-420008-2021 OSEC-DECSB-ADOF2-420009-2021 OSEC-DECSB-ADOF2-420010-2021 OSEC-DECSB-ADOF2-420011-2021 OSEC-DECSB-ADOF2-420012-2021 OSEC-DECSB-ADOF2-420013-2021 OSEC-DECSB-ADOF2-420014-2021 OSEC-DECSB-ADOF2-420015-2021 OSEC-DECSB-ADOF2-420016-2021 OSEC-DECSB-ADOF2-420017-2021	11	11	286 524.00	Clustered Elementary Schools
Registrar I OSEC-DECSB-R1-420152-2016	11	1	286 524.00	Clustered Senior High School

2. The qualification standards and competency requirements of these positions are as follows:

Position / SG	Education	Experience	Training	Eligibility
Admin Officer II, SG 11	Bachelor's Degree	None required	None required	CS Prof
Registrar I, SG 11	Bachelor's Degree	None required	None required	CS Prof

3. For the purpose of the ranking of the above-named positions, the following shall be strictly observed in the evaluation of training and seminars attended by the applicants to wit:

- a. **For Administrative Officer II** – Applicants shall earn credits points for trainings related to administrative management, bookkeeping, banking, and other business related training programs only. Other trainings such as but not limited to ICT and health shall not earn points.
- b. **For Registrar I**- Applicants shall earn credit points for trainings related to school records management and administrative or financial records management. Other trainings such as but not limited to ICT and health shall not earn points.

4. In view of this, all interested qualified applicants are advised to submit the following documents to Mr. Dino Alexandrinos Xenos M. Lopez, Administrative Officer IV (Records) to wit:
 1. Application Letter addressed to the Schools Division Superintendent
 2. Properly **filled** and **notarized** CSC Form 212 – revised 2017 (Personal Data Sheet) with attached latest **passport** sized photo
 3. Performance Rating for the last three (3) rating periods. (Should be numerical ratings. Descriptive ratings shall not be considered)
 4. Service Record / Certificate of Employment / Contract of Service
 5. Copy of Previous Appointment
 6. Copy of CSC Certificate of Eligibility
 7. Copy of Transcript of Records (Highest Educational Attainment)
 8. Certificates of Trainings Attended (Relevant to the positions applied only)
 9. Certificates of Recognition

5. The following personnel shall compose the Human Resource Management Personnel Selection Board (HRMPSB)

Chairman:	Arnold S. Magdaet	AO V (Admin)
Members:	Eulyne D. Lucerna	SEPS HRD
	Jorel J. Diagmel	AO II
	Eva Amandoron	Registrar I
	Jolly G. Gariando	PSDS / SHS Coordinator
Secretariat:	Chris G. Erabon	AO IV / HRMO II
	Sharon Rose Montoyo	AO II (HR)

6. 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 Office	Deadline: October 15, 2021
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	SDO HRMO Office	October 18, 2021
Submission of QS Evaluation to the PSB for deliberation	Office of the ASDS	October 19, 2021
Interview	Office of the ASDS	October 20, 2021
Conduct of Background Investigation, PSB Deliberation and Finalization of evaluation results	Office of the ASDS	October 21, 2021
Submission to the Office of the SDS for approval of Comparative Assessment Results	Office of the SDS	October 22, 2021
Posting of results	SDO Bulletin Board and other conspicuous places	October 25, 2021

7. All applicants are advised to 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.
8. Wide and immediate dissemination of this Memorandum is desired.


PORTIA M. MALLORCA, Ph.D., CESO V
 Schools Division Superintendent 