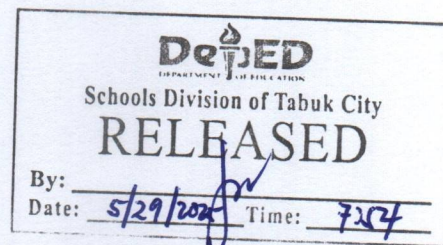




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
Tabuk City, Kalinga



May 28, 2025

Division Memorandum

No. 222, s. 2025

**SUBMISSION OF APPLICATION FOR THE POSITION OF ADMINISTRATIVE
OFFICER II IN THE SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent
Members of the HRMPSB
All Interested Qualified Applicants

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 (DepEd Merit Selection Plan), DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 21, s. 2025 (Amendments to DepEd Order No. 7, s. 2023), announces the submission of application for Administrative Officer II **not later than 3:00 p.m. of June 9, 2025 at the Records Section.**

2. Application is open to all interested and qualified applicants, including persons with disability (PWD), members of the indigenous cultural communities, and those from any sexual orientation and gender identities (SOGI) provided they meet the following Minimum Qualification Standards set by the Civil Service Commission (CSC):

Criteria	Qualification Standards
Education	Bachelor's Degree
Training	None Required
Experience	None Required
Eligibility	Career Service Professional (Second Level Eligibility)

3. All applicants must register and obtain their application code through this link: tinyurl.com/sdotccodeapp-2. **Failure to register through the designated link and secure an application code shall result in exclusion from the pool of qualified applicants.**

4. All applicants are hereby instructed to submit four (4) sets of their application documents, properly labeled and tabbed, enclosed in a **long white folder** (See Annex 1). Each set must include the following:

a. Mandatory Documentary Requirements:

- Application Letter or Letter of Intent indicating the position being applied for and addressed to:
BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City
- Checklist of Requirements with Omnibus Sworn Statement (see Annex 2) or download from: <https://bit.ly/checklitsAO> to be sworn by any public officer authorized to



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administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act No. 6733 and further amended by RA 10755.

3. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2017) with Work Experience Sheet,
4. Valid Certificate of Second Level Eligibility,
5. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable.

b. Non-mandatory Documentary Requirements:

6. Copy of Certificate of Training or professional development programs attended,
7. Duly signed Service Records or Certificate of Employment,
8. Copy of the latest/current Performance Rating of at least one (1) year with at least a Very Satisfactory Rating,
9. Proof of Outstanding Accomplishments:
 - a. Certificate of Recognition for Awards and Recognition,
 - b. Research and Innovation,
 - c. Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees,
 - d. Certificate of Recognition as Resource Speaker or Learning Facilitator with training matrix/letter of invitation/issuance/memorandum, and slide deck/session guide
 - e. Certificate of Recognition as NEAP Accredited learning Facilitator
10. Proof of Application of Education,
11. Proof of Application of Learning and Development

5. All proposals (*Research, Innovation, Application of L & D, and Application of Education*) must be duly approved six (6) months before the set deadline.

6. For uniformity and to ensure a seamless and efficient conduct of the comparative assessment, applicants are advised to be guided by the following criteria for assessment and its Means of Verification:

Criteria for Assessment	Documentary Requirement/Mean of Verification
Education	Copy of the Official Transcript of Records (TOR); Certification of units earned in the Masters or Doctorate Degree (<i>Certification of Grades will not be accepted</i>)
Training	Certificate of Participation/Attendance/Completion for the last five (5) years to relevant trainings and capacity building programs such as but not limited to: Core Administrative Skills, Government-specific Competencies, Computer and Digital Skills, Group Dynamics, GAD, ISO-QMS, Bookkeeping, Records Management, Property Custodianship, and HR Policies and Systems.
Experience	Duly signed Service Records, or Certificate of Employment. (<i>Only relevant experience such as but not limited to General Office Administration, Property, Records and File Management, Clerical, Office Support and Secretarial Work, Human Resource Support, Finance/Budget Support, and Customer/Client Services shall be given points</i>)



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Outstanding Accomplishment	<p>Awards and Recognition. <i>Certificate of Outstanding Employee Award with issuance/memorandum/document showing the Criteria for the Search</i></p> <p>Research and Innovation. <i>Duly approved proposal; Accomplishment Report; Certification of Utilization by the local office; Certificate of Adoption by another office; Proof of Citation by other researchers. The approved proposal/plan must be dated six (6) months before the deadline of the submission of application for the vacant position.</i></p> <p>Subject Matter Expert. <i>Memorandum showing membership in a National Technical Working Group (NTWG); Certificate of Participation/Attendance; Output/Adoption by the organization</i></p> <p>Resource Speakership/Learning Facilitation. <i>Issuance/Memorandum/Invitation with training matrix, Certificate of Recognition/Appreciation as Resource Speaker/Facilitator, Slide decks or session guides used.</i></p> <p>NEAP Accredited Learning Facilitator. <i>Certification of Recognition issued by the NEAP Regional or Central Office</i></p>
Performance Rating	Duly signed latest or current Individual Performance Commitment and Review Form (IPCRF) of at least one (1) year, or its equivalent performance rating form issued by a recognized/reputable agency for personnel evaluation with a rating of at least "Very Satisfactory". <i>(To be awarded points, the complete performance rating form reflecting the evaluation criteria must be submitted. A Certificate of Rating alone will not be considered for point allocation) Only the performance rating consisting of an entire rating period which can either be in a School Year, Calendar/Fiscal Year, or two (2) consecutive semesters in a year shall be given points.</i>
Application of Education	Duly signed Certificate of General Weighted Average (GWA) in the highest academic level earned
Application of Learning and Development	Certificate of Training; Action Plan/Re-entry Plan/Job Embedded Learning/Impact Project; Accomplishment Report with Certificate of Adoption at the local and/or higher office. <i>(The HRMPSB shall have the right to evaluate the submitted MOVs and allocate points based on DepEd existing guidelines in the evaluation of innovation projects. The approved proposal/plan must be dated six (6) months before the deadline of the submission of application for the vacant position.</i>

7. Individuals who failed to submit the complete and fully accomplished mandatory documentary requirements on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.

8. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.



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



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9. The process of the comparative assessment for this application shall be covered by the following schedule:


Activity	Inclusive Dates	Venue
1. Acceptance of applications	May 28, 2025- June 9, 2025	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	June 10-11, 2025	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	June 13, 2025	HRMPSB Bulletin Board
4. Conduct of Written Test, Skills Test and Behavioral Events Interview (BEI)	June 16-18, 2025	Conference Hall/ Identified schools
5. Paper evaluation and conduct of the Open Ranking System	June 19-24, 2025	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	June 25, 2025	HRMPSB Bulletin Board

10. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



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ANNEX A

Required Folder Color and Order of Documents/Labeling

NAME OF APPLICANT

Address

ADMINISTRATIVE OFFICER II

Application Code

Contact Number

Checklist of
Requirements,
Omnibus Sworn
Statement and CAV

Letter of Intent

Personal Data Sheet

Education

Trainings

Experience

Outstanding
Accomplishments

Performance Rating

Eligibility Rating

General Weighted
Average

Application of
Learning and Dev't



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ANNEX B
Checklist of Requirements, Omnibus Sworn Statement of CAV
and Data Privacy Consent

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

Name of Applicant:		Position Applied for:	Administrative Officer II	Application Code:	
Address:		Contact No.		Sex:	
Religion:		Ethnicity:		Solo Parent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
				Person w/Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No

Basic Documentary Requirement	Check if submitted	Remarks
1. Application Letter/Intent Letter addressed to the Schools Division Superintendent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2017) with Work Experience Sheet,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Copy of Certificate of Training or professional development programs attended,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Duly signed Service Records or Certificate of Employment with latest Performance Rating covering one (1) year performance, if applicable,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Proof of Outstanding Accomplishments	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Performance Evaluation Form	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. Valid Board Rating or Appropriate Certificate of Eligibility with Rating, and	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. Certificate of General Weighted Average	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10. Proof of Application of Learning and Development	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Submitted by:

Checked by:

Attested by:

Signature of Applicant

PACD on Duty

Catherine M. Badong, AO IV

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath



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