



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 Division of Malaybalay City

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 55, s. 2020

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID and SGOD  
 Public Elementary and Secondary School Heads  
 All Division Office Personnel  
 All Others Concerned

**FROM:** VICTORIA V. GAZO, PhD., CESO V  
 Schools Division Superintendent

**DATE:** January 30, 2020

**SUBJECT: ANNOUNCEMENT OF VACANCIES FOR ADMINISTRATIVE OFFICER II (HRMO I) AND ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER) POSITIONS**

1. This Office announces the selection process of the vacant Administrative Officer II (HRMO I) and Administrative Assistant III (Sr. Bookkeeper) positions in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Administrative Officer II (HRMO I) (SG 11)	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility
Administrative Assistant III (Sr. Bookkeeper) (SG 9)	Completion of two (2) years in college education	1 year relevant experience	4 hours of relevant training	Career Service Sub-Prof.-1st Level Eligibility

2. Interested qualified applicants are required to submit the following pertinent documents properly ear marked to this Office on or before **February 7, 2020**.



Purok 6, Casisang, Malaybalay City  
 Telefax (088) 314-0094  
 Email: Malaybalay.city@gmail.com



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- 2.1. Application letter addressed to the Schools Division Superintendent
  - 2.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
  - 2.3. Copy of transcript of records
  - 2.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
  - 2.5. Performance Ratings for the last three (3) years (numerical)
  - 2.6. Updated Service Records
  - 2.7. Certificate/s of Outstanding/Meritorious Accomplishment;
    - a) Outstanding Employee Award;
    - b) Proof of Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
    - c) Research and Development Projects;
    - d) Publication/Authorship;
    - e) Consultancy/Resource Speakership;
  - 2.8. Certificates of trainings attended not credited during the last promotion;
  - 2.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
  - 2.10. Omnibus certification as to authenticity and veracity of all documents submitted.
3. Qualified applicants shall be notified on the date of interview which shall be on February 2020. They shall bring the original copy of their pertinent documents during the interview.
4. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09177067745.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE



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