



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

2023- 80349
 DM- 2023-09-379
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 SER: J 4 2023 me: GPH
 re: _____

DIVISION MEMORANDUM

No. 379, s. 2023

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

FROM: CHERRY MAE L. LIMBACO-REYES
 Schools Division Superintendent

DATE: September 13, 2023

SUBJECT: ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS

1. This Office announces the acceptance of application documents for the selection process of the vacant Administrative Officer II (AO I) and Project Development Officer I (PDO I) positions in this Division. Criteria and point system shall be based on DepED Order No. 7, s. 2023. The Civil Service Commission's (CSC) minimum Qualification Standards of the said positions are as follows:

Position	Education	Experience	Training	Eligibility
Administrative Officer II (AO I) (SG 11) OSEC-DECSB-ADOF2-660008-2023 OSEC-DECSB-ADOF2-660009-2023	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility
Project Development Officer I (SG 11) OSEC-DECSB-PDO1-660014-2023 OSEC-DECSB-PDO1-660015-2023 OSEC-DECSB-PDO1-660016-2023	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility

2. All interested and qualified applicants shall submit the following pertinent documents *properly ear marked* to this Office not later than 5:00 PM of *September 25, 2023*. No additional documents shall be accepted after the set deadline:

- 2.a. Letter of intent addressed to the Schools Division Superintendent;
- 2.b. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with Work Experience Sheet, if applicable
- 2.c. Photocopy of valid and updated PRC License/ID, if applicable;
- 2.d. Photocopy of Certificate of Eligibility/Rating, if applicable;





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- 2.e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- 2.f. Photocopy of Certificate/s of Training, if applicable; Training relevant to the position to be filled, acquired after the last promotion; but within the last five years;
- 2.g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable; Experience relevant to the position to be filled;
- 2.h. Photocopy of latest appointment, if applicable;
- 2.i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- 2.i.a *Internal Applicants* are required to submit RPMS-IPCRF obtained from the applicant's current or previous job or position that is relevant to the position to be filled. It is required to submit performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment;
- 2.i.b *External Applicants* whose performance is measured using a five (5) level adjectival rating scale, the midpoint value of the RPMS rating equivalent shall be used. Certificate of Rating must be supported with the Performance Evaluation Tool;
- 2.i.c *Positions with no experience requirement.* Applicants to positions that do not require previous experience must submit the board examination or Career Service Eligibility ratings;
- 2.j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the document submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*) using the attached form (*Annex C*), notarized by authorized official; and
- 2.k. Other documents as may be required by the HRMPSB for comparative assessment but not limited to:

- i. Means of Verification (MOVs) of the following documents:
- i.i Outstanding Accomplishment acquired after the last promotion;
- i.1 Awards and Recognition
- i.2 Research and Innovations
- i.3 Subject Matter Expert / Membership in National TWGs or Committees
- i.4 Resource Speakership / Learning Facilitation
- i.5 NEAP Accredited Learning Facilitator
- i.j Application of Education acquired after the last promotion;
- i.k Application of Learning and Development (L&D) acquired after the last promotion;

3. All interested and qualified applicants are required to fill out the necessary information through the respective links provided below. Once submitted an applicant can receive an email reflecting a unique application code.

Administrative Officer II	bit.ly/AO2-2023
Project Development Officer I	bit.ly/PDO1-2023





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4. Applicants are required to bring the original copy of the documents submitted on a scheduled date of comparative assessment and interview which will be announced on a separate memorandum.
5. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.
6. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit

Personnel Unit

TO BE POSTED ON THE WEBSITE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k.	Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are 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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.