



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

July 29, 2024

**DIVISION MEMORANDUM**

No. 156, s.2024

**ANNOUNCEMENT OF VACANCIES AND CONDUCT OF COMPARATIVE ASSESSMENT FOR ADMINISTRATIVE OFFICER II**

To: Assistant Schools Division Superintendent  
Human Resource Merit Promotion and Selection Board  
Public Schools District Supervisors/ OIC- PSDSs  
School Heads  
Others Concerned

1. This is to announce that this Office shall accept applications and conduct a comparative assessment for Administrative Officer II positions for placement to specific schools in the Division.
2. Interested applicants shall submit the documentary requirements to the Office of the Human Resource Management, through the Records Section on or before 3:00 PM on August 5, 2024 (Refer to Enclosure No. 2). Previous applicants may not apply.
3. Applicants who fail to submit the complete and mandatory requirements on the deadline shall not be included in the pool of official applicants.
4. Enclosed are the following:
  - a. CSC Approved Qualification Standards for the position
  - b. Documentary requirements
  - c. Checklist of Requirements and Omnibus Sworn Statement
  - d. Timeline of Activities
  - e. Composition of the Secretariat and the Division Sub-Committees
5. In accordance with DepEd Order No. 7, s. 2023, applicants in the pool shall be assigned with a unique application code.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon  
4700  
Landline: (056) 211-6461  
Email: [sorsogon@depd.gov.ph](mailto:sorsogon@depd.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

---

6. This Office promotes Equal Employment Opportunity to all interested applicants regardless of age, sex, sexual orientation, gender identity, civil status, ethnicity, political affiliation, and disability.
7. Differentially abled applicants may request assistance from the Human Resource Management Office prior to the scheduled date of Comparative Assessment.
8. Expenses relative to the conduct of this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this Memorandum is enjoined.

  
**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent

Reference:  
*DepEd Order No. 7, s. 2023*

Enclosures:  
*As stated*



---

Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon  
4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)





Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

Enclosure No. 01 to Division Memorandum No. 156, s. 2024

**CSC-approved Qualification Standards for Administrative Officer II**

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

Enclosure No. 2 to Division Memorandum No. 156, s. 2024

**Documentary Requirements**

- a. Letter of intent addressed to the Head of Office, or to the highest human resource management officer designated by the Head of Office
- b. Duly accomplished (Personal Data Sheet) PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet
- c. Photocopy of valid and updated PRC License/ID
- d. Photocopy of Certificate of Eligibility/Ratings
- e. Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
- f. Photocopy of Certificate/s of Training, if applicable
- g. Photocopy of Certificate of Employment, or Contract of Service, or duly signed Service Record, whichever is/are applicable
- h. Photocopy of latest appointment, if applicable
- 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
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certificate of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to R.A. No. 10173 (Data Privacy Act of 2012) using the attached form (Annex C of DO 007, s. 2023), notarized by authorized officials under Section 41 of the Republic Act (RA) 10755
- k. Other documents as may be required by the HRMPSB for comparative assessment.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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.





Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

Enclosure No. 4 to Division Memorandum No. **156**, s. 2024

**TIMELINE OF ACTIVITIES**

<b>Date</b>	<b>Particulars</b>	<b>Persons Responsible</b>	<b>Venue</b>
July 31- August 5, 2024	Receipt of Applications by the HRMO	Interested Applicants HRMO Secretariat	Division Office
August 6-8, 2024	Initial Evaluation of Documents	HRMO Division Sub-Committees Secretariat	Division Office
August 9, 2024	Submission of the Initial Evaluation Results (IER) to the HRMPSB and Posting of the IER	HRMO HRMPSB	Division Office/ 3 Conspicuous places in the Division Office
August 12, 2024 8:00 AM	Orientation and Conduct of Written Test	Qualified Applicants HRMPSB Sub-Committees	Division Office
August 12, 2024 (1:00 PM) -August 15, 2024	Comparative Assessment of Qualified Applicants	Qualified Applicants HRMPSB Sub-Committees Secretariat	Division Office
August 19, 2024	Finalization of the CAR	HRMPSB Sub-Committees Secretariat	Division Office
August 20, 2024	Submission of the CAR to the SDS/ Posting of the CAR	HRMPSB	3 Conspicuous places in the Division Office and in other platforms



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon  
4700  
Landline: (056) 211-6461  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

Enclosure No. 5 to Division Memorandum No. 156, s. 2024

**COMPOSITION OF THE SECRETARIAT  
AND THE DIVISION SUB-COMMITTEES**

**SECRETARIAT**

Secretariat Head:	ELLEN P. FRILLES
Members:	1. JEREMY GACOSTA 2. ARCELLE D. MELLA 3. MARIA RIZA E. DINO 4. ROWENA NUQUI 5. CHARMAINE ARANI 6. JAY GARCIA 7. CELESTE JAYLO 8. ANDREA DADOR

**SUB-COMMITTEES**

<b>1ST DISTRICT APPLICANTS</b>		<b>2ND DISTRICT APPLICANTS</b>	
Chair:	FLORENCIO P. BERMUNDO	Chair:	JOMAR E. ENGUERRA
Members:	REX T. BARBIN MANUEL ESTERA FERDINAND HAMOR LINY GREFAL	Members:	JEFF HOWELL I. MAPE RINA DESPUIG EDUARDO POLLARCA JOEL AGRIPA



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon  
4700  
Landline: (056) 211-6461  
Email: [sorsogon@depd.gov.ph](mailto:sorsogon@depd.gov.ph)  
Website: [depdsorsogon.com.ph](http://depdsorsogon.com.ph)