



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083

January 14, 2020



L-266
1/14/20
3-23

DIVISION MEMORANDUM

NO. 017, s. 2020

CALL FOR APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER II

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
HRMPSB – Chairman and Members
All Other Concerned

1. This office announces the opening of application for the position of Administrative Officer II, with the following basic Qualification Standards:

a. (1) Administrative Officer II (SG - 11)

- **Education:** Bachelor's degree relevant to the job
- **Training:** None required
- **Experience:** None required
- **Eligibility:** At least Career Service Professional (Second Level Eligibility)

Preferred Additional Qualifications:

- Has work experience in the preparation of payroll (*knowledge and skills in the computation of basic salaries, contributions and other benefits*)
- Computer literate in the utilization of payroll system

Job Summary:

- In collaboration with the Administrative Officer IV (Human Resource Management Officer II), monitor and prepare report on filled and unfilled teaching and non-teaching items within the Schools Division Office; and
- Handle special payroll services.

2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 66, s. 2007:

E-folder - A. Letter of Intent addressed to the Schools Division Superintendent

E-folder - B. Personal Data Sheet with picture

E-folder - C. Performance Rating – 3 consecutive years (if any)

E-folder - D. Experience – Service Record or Certificate of Employment

E-folder - E. Outstanding Accomplishments (if any)

1. Awards
2. Innovations
3. Research
4. Publication
5. Consultant/Resource Speakers in trainings/seminars



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For Innovations Researches and Publications, scanned copy of front page of programs/projects, research papers, articles or books will be honored. However, approved hard copy of the whole study, memorandum, travel order, certificate and other pertinent documents should be presented during the open ranking.

E-folder - F. Education and Trainings

1. Latest Transcript of Records
2. Certificates of Trainings attended

E-folder - G. Certificate of Eligibility

3. CD cover should be labelled with **applicant's name, position desired, and contact number**. Likewise, all applicants should bring the hard copy documents during open ranking and interview for validation.

4. Submit on or before **January 24, 2020 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.

5. The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the "Equal Opportunity Principle (EOP) on Human Resource Management and Development". All qualified applicants are encouraged to apply regardless of gender, civil status, disability, religion, ethnicity or political affiliation.

6. Posting and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 