



BU-22549  
7/7/23

Republic of the Philippines  
**Department of Education**  
REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**JULY 7, 2023**

**DIVISION MEMORANDUM**  
**NO. 280, s. 2023**

**CALL FOR APPLICATION FOR THE POSITION OF SENIOR HIGH SCHOOL  
ADMINISTRATIVE OFFICER II**

To: Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
HRMPSB – Chairman and Members  
All Concerned

1. In view of transparent governance, this Office announces the opening of application for the position of Senior High School Administrative Officer II with the following basic Qualification Standards:

➤ **Administrative Officer II (SG-11)**

**Qualification Standards:**

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





**Number of Vacant Position:** 1

**Place of Assignment:** Emiliano Tria Tirona Integrated National High School

**Job Summary:**

- Responsible for the execution and continuous improvement of the administrative process of the school including budget planning and preparation of financial reports, subject to the approval of the School Head or Principal; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.



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“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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2. Interested and qualified applicants shall fill-up the **Online Recruitment Form** thru this link: <https://tinyurl.com/OnlineRecruitmentForm> and print the email thread of their responses before submitting the **hard copy of documents** to the Division Office – Records Unit following the arrangement of documents specified in DepEd Order No. 007 s. 2023:

**Mandatory Requirements:**

- A. Letter of intent addressed to the Schools Division Superintendent
- B. Duly Accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with latest passport size picture and Work Experience Sheet, if applicable
- C. Photocopy of valid and updated PRC License/ID, if applicable
- D. Photocopy of Certificate of Eligibility/Rating, if applicable
- E. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma **with computation of General Weighted Average (GWA)**, including completion of graduate and post graduate units/degrees, if available
- F. Photocopy of Certificates 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 Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position, 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 (see attached form), notarized by authorized official (e.g., Brgy. Captain or Notary Public).





**Additional Requirements:**

A. Means of Verification showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development, reckoned from the date of last issuance of appointment (if any):

1. Awards and Recognition

- a. Academic or Inter-School Awards
  - Academic or inter-school award; or
  - Certification or any document showing top notching a Board Examination; or
  - Certificate or any document showing TOSP award
- b. Outstanding Employee Award
  - Any issuance, memorandum or document showing the Criteria for the Search; and
  - Certificate of Recognition/Merit



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2. Research and Innovation
  - a. Proposal duly approved by the Head of Office or the designated Research Committee per DepEd Order No. 16, s. 2017
  - b. Accomplishment Report verified by the Head of Office
  - c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
  - d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
  - e. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research
3. Subject Matter Expert/Membership in National Technical Working Groups or Committees
  - a. Issuance/Memorandum showing the membership in NTWG or Committees; and
  - b. Certificate of Participation or Attendance and
  - c. Output/Adoption by the organization/DepEd
4. Resource Speakership / Learning Facilitation
  - a. Issuance/Memorandum/Invitation/Training Matrix;
  - b. Certificate of Recognition Merit/ Commendation/ Appreciation; and
  - c. Slide deck/s used and/or Session guide/s
5. NEAP Accredited Learning Facilitator
  - a. Certificated of Recognition as Learning Facilitator issued by NEAP Central or Regional Office
6. Application of Education
  - a. Action Plan approved by the Head of Office
  - b. Accomplishment Report verified by the Head of Office
  - c. Certification of the utilization/adoption signed by the Head of Office
7. Application of Learning and Development
  - a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required
  - b. Action Plan/Re-entry Action Plan (REAP), Job Embedded Learning (JEL)/Impact Project applying the learnings from



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- the L&D intervention done/attended, duly approved by the Head of Office
- c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level
  - d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level
- B. Photocopy of the Performance Rating obtained from the relevant work experience if latest performance rating is not relevant to the position applying for.
3. Folder of applicant shall be labelled with **applicant's name, position desired, and contact number**. Original copies of all documents submitted by the applicant shall be presented during open ranking. Only documents submitted on or before the deadline shall be evaluated and no additional documents shall be honored during and after the conduct of open ranking.
  4. Submit on or before **July 24, 2023 (Monday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.
  5. Applicants who failed to submit complete mandatory requirements on the set deadline indicated on this memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements shall not warrant exclusion from the pool of official applicants.
  6. 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 age, gender, civil status, disability, religion, ethnicity, or political affiliation.

  
**ROSEMARIE D. TORRES, CESO V**  
Schools Division Superintendent

RCD/ DM 280 s. 2023  
00-22549/07/07/2023



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**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 and 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.