



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

AUGUST 3, 2020

DIVISION MEMORANDUM
NO. 222, s. 2020

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

**CALL FOR APPLICATION FOR THE POSITION OF
ADMINISTRATIVE OFFICER II**

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

- **(105) Administrative Officer (SG-11)**
 - **Education:** Bachelor's degree relevant to the job
 - **Training:** None required
 - **Experience:** None required
 - **Eligibility:** Career Service (Professional) Second Level Eligibility




Job Description and Summary:

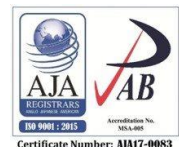
- Unit: Elementary School
- Reports to: School Head and Administrative Officer V for Administrative Services in the SDO
- Positions Supervised: Administrative Assistants/Aides in the School
- Responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration, property custodianship and general administrative support in the school.

2. Attached herewith are the list of place of assignment and detailed list of duties and responsibilities of the position.

3. 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:



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
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“Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO”



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- E-folder - A. Letter of Intent addressed to the Schools Division Superintendent
- E-folder - B. Personal Data Sheet with latest 2x2 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

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

4. CD cover should be labelled with **applicant's name, position desired, city/municipality of the school desired and contact number**. Likewise, all applicants should bring the hard copy documents during open ranking and interview for validation. Submit on or before **September 1, 2020 (Tuesday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.

5. All interested applicants are *highly encouraged* to apply to school near their place of residence.





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.

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

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/ DM 222, s. 2020
080320-085/ 08/03/2020



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Attachment 1 to Division Memorandum no. 222, s. 2020 CALL FOR APPLICATION FOR THE POSITION OF ADMINISTRATIVE OFFICER II

LIST OF PLACE OF ASSIGNMENT

| NO. | CITY/MUNICIPALITY | NAME OF SCHOOL |
|-----|--------------------------|-----------------------------|
| 1 | ALFONSO | Kaytitinga ES |
| 2 | ALFONSO | Pansin ES |
| 3 | ALFONSO | Alfonso CS |
| 4 | AMADEO | Amadeo ES |
| 5 | CARMONA | Cabilang Baybay ES |
| 6 | CARMONA | Lantic ES |
| 7 | CARMONA | Mabuhay ES |
| 8 | CARMONA | Maduya ES |
| 9 | CARMONA | Bancal ES |
| 10 | CARMONA | Carmona ES |
| 11 | CARMONA | Milagrosa ES |
| 12 | CARMONA | Milagrosa West ES |
| 13 | GEN. MARIANO ALVAREZ | Area J ES |
| 14 | GEN. MARIANO ALVAREZ | San Gabriel I ES |
| 15 | GEN. MARIANO ALVAREZ | San Gabriel II ES |
| 16 | GEN. MARIANO ALVAREZ | San Jose ES |
| 17 | GEN. MARIANO ALVAREZ | Bulihan ES |
| 18 | GEN. MARIANO ALVAREZ | Family Village Resources ES |
| 19 | GEN. MARIANO ALVAREZ | Francisco De Castro ES |
| 20 | GEN. MARIANO ALVAREZ | San Gabriel III ES |
| 21 | GENERAL EMILIO AGUINALDO | Bailen ES |
| 22 | INDANG | Indang CES |
| 23 | KAWIT | Gahak-Marulas ES |
| 24 | KAWIT | Potol-Sta. Isabel ES |
| 25 | KAWIT | Toclong ES |
| 26 | KAWIT | Wakas ES |
| 27 | KAWIT | Aguinaldo ES |
| 28 | KAWIT | Binakayan ES |
| 29 | MARAGONDON | Pinagsanhan ES |
| 30 | MARAGONDON | Maragondon ES |
| 31 | MENDEZ | Asis ES |
| 32 | MENDEZ | Mendez CS |
| 33 | NAIC | Petronilo L. Torres MES |



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| | | |
|----|---------------|-------------------------------------|
| 34 | NAIC | Bancaan ES |
| 35 | NAIC | Bucana Sasahan ES |
| 36 | NAIC | Calubcob PS |
| 37 | NAIC | Ibayo ES |
| 38 | NAIC | Labac ES |
| 39 | NAIC | San Roque ES |
| 40 | NAIC | Timalan ES |
| 41 | NAIC | Halang ES |
| 42 | NAIC | Naic CS |
| 43 | NAIC | Palangue CS |
| 44 | NOVELETA | Gen. L. San Miguel ES |
| 45 | NOVELETA | Pacifico O. Aquino ES |
| 46 | NOVELETA | Salcedo ES |
| 47 | ROSARIO | David P. Jimenez ES |
| 48 | ROSARIO | Rosario ES |
| 49 | ROSARIO | Silangan ES |
| 50 | ROSARIO | Agustin Abadilla ES |
| 51 | ROSARIO | Bagbag II ES |
| 52 | ROSARIO | Tejeros Convention ES |
| 53 | ROSARIO | Mayor Calixto D. Enriquez ES |
| 54 | SILANG | Bagong Buhay ES |
| 55 | SILANG | Bulihan Sites & Services Project ES |
| 56 | SILANG | Silang CS |
| 57 | SILANG | Adlas ES |
| 58 | SILANG | Balubad ES |
| 59 | SILANG | Biga ES |
| 60 | SILANG | Inchican ES |
| 61 | SILANG | Lalaan CS |
| 62 | SILANG | Lumil ES |
| 63 | SILANG | Malabag ES |
| 64 | SILANG | Munting Ilog ES |
| 65 | SILANG | Tibig ES |
| 66 | SILANG | Kaong ES |
| 67 | SILANG | Maguyam ES |
| 68 | SILANG | Silang West ES |
| 69 | SILANG | Tartaria ES |
| 70 | TAGAYTAY CITY | Carlos S. Batino Sr. MES |
| 71 | TAGAYTAY CITY | Maharlika ES |



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
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| | | |
|-----|---------------------|--|
| 72 | TAGAYTAY CITY | Maitim II ES |
| 73 | TAGAYTAY CITY | Mendez Crossing ES |
| 74 | TAGAYTAY CITY | San Jose ES |
| 75 | TAGAYTAY CITY | Tagaytay City CS |
| 76 | TANZA | Amaya ES |
| 77 | TANZA | Antonio B. del Rosario Sr. MES |
| 78 | TANZA | Felipe Calderon ES |
| 79 | TANZA | Julugan ES |
| 80 | TANZA | Paradahan ES |
| 81 | TANZA | Punta ES |
| 82 | TANZA | Capipisa ES |
| 83 | TANZA | Sta. Cruz (Bucal) ES |
| 84 | TANZA | Bienvenido R. Fojas MES |
| 85 | TANZA | Florentino Joya ES |
| 86 | TANZA | Gregorio B. Fojas MS |
| 87 | TANZA | Halayhay ES |
| 88 | TANZA | Sanja Mayor ES |
| 89 | TANZA | Maximino V. Pangilinan ES (formerly Santol ES) |
| 90 | TANZA | Tres Cruces ES |
| 91 | TERNATE | San Juan ES |
| 92 | TERNATE | Ternate CS |
| 93 | TERNATE | Sapang ES |
| 94 | TRECE MARTIRES CITY | Aguado ES |
| 95 | TRECE MARTIRES CITY | Hugo Perez ES |
| 96 | TRECE MARTIRES CITY | Kanggahan ES |
| 97 | TRECE MARTIRES CITY | Southville ES |
| 98 | TRECE MARTIRES CITY | Trece Martires City ES |
| 99 | TRECE MARTIRES CITY | Feliciano Cabuco ES |
| 100 | TRECE MARTIRES CITY | Conchu ES |
| 101 | TRECE MARTIRES CITY | De Ocampo ES |
| 102 | TRECE MARTIRES CITY | Palawit ES |
| 103 | TRECE MARTIRES CITY | Bagong Pook ES |
| 104 | TRECE MARTIRES CITY | Lapidario ES |
| 105 | TRECE MARTIRES CITY | Osorio ES |



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