



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

**DIVISION MEMORANDUM**

No. 523, s. 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

**SUBJECT: RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II) FOR RECORDS AND SUPPLY SECTION**

DATE: October 10, 2024

1. This Office informs the field that the Recruitment, Evaluation, Selection, and Appointment (RESA) for **ADMINISTRATIVE OFFICER IV (Administrative Officer II) for the Records Section and ADMINISTRATIVE OFFICER IV (Administrative Officer II) for the Supply Section** will now commence for all interested qualified applicants.

2. Applicants are required to submit the following documents (properly fastened in a folder with **tabbing** on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before **October 17, 2024, until 5:00 in the afternoon only**, to wit:

POSITION	DOCUMENTS
<b>ADMINISTRATIVE OFFICER IV (Administrative Officer II)</b>	a. Letter of Intent addressed to the Head of Office, or the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. Photo Copy of Valid and updated PRC Professional License/Cert of Eligibility
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR), GWA is a must, and a Diploma, including completion of graduate and post-graduate units/degrees, if available
	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	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 Rating for the last 3 rating period covering one (1) year of performance before the assessment, 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 (Annex C), notarized by the authorized official;
	k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to: i. 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; and ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filed, if applicable.
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3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	Education
<b>ADMINISTRATIVE OFFICER IV (Administrative Officer II) for the Records Section</b>	<b>Education</b>	<b>Bachelors Degree</b>
	<b>Experience</b>	1 year of relevant experience
	<b>Training</b>	4 hours of relevant training
<b>ADMINISTRATIVE OFFICER IV (Administrative Officer II) for Supply Section</b>	<b>Eligibility</b>	Career Service Professional (Second Level Eligibility)

4. The RSA process shall follow the guidelines outlined in DepEd Order No. 007, s. 2023 which can be browsed at [deped.gov.ph](http://deped.gov.ph)

6. Applicants shall be evaluated using the following criteria:


CRITERIA	Breakdown of Points
<b>NON-TEACHING POSITIONS</b>	<b>SG 10-22 and SG 27 (Non-General Services)</b>
<b>a. Education</b>	<b>5</b>
<b>b. Training</b>	<b>10</b>
<b>c. Experience</b>	<b>15</b>
<b>d. Performance</b>	<b>20</b>
<b>e. Outstanding Accomplishments</b>	<b>10</b>
<b>f. Application of Education</b>	<b>10</b>
<b>g. Application of Learning and Development</b>	<b>10</b>
<b>h. Potential (Written Exam, Work Sample Test, BEI)</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
A perusal of Documents by the HRMPSB	<b>October 18, 2024@8am at the Division Conference Hall</b>
Orientation and Written Examination	<b>October 18, 2024,2024 @8am at the Division Conference Hall</b>
Interview and Confirmation of Points	<b>October 21, 2024 @8am at the Division Conference Hall</b>

8. All qualified applicants including Persons with Disabilities (PWD), Indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply, PWD may request in advance the assistance needed during the interview process.
9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the requirements for submission.
10. The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Exam, Interview, and confirmation of points.
11. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the Local funds, subject to the usual accounting and auditing rules and regulations.
12. For information, guidance, and compliance of those concerned.



  
**MARGARITO A. CABAYONA, JR. PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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