



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

February 27, 2023

DIVISION MEMORANDUM

No. 071 s. 2023

**ANNOUNCEMENT OF VACANT OF ADMINISTRATIVE OFFICER II POSITIONS
AND SCHEDULE OF SELECTION PROCESSES**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
HRMPSB Members
Heads of Elementary and Secondary Schools
All Others Concerned

1. SDO Bulacan invites all interested applicants for the division open ranking for the vacant Administrative Officer II positions to be deployed in the district of Dona Remedios Trinidad (DRT), this Schools Division.
2. Said open ranking aims to provide pool of qualified applicants to fill vacant Administrative Officer II positions.
3. The CSC Qualification Standards (QS) for the said vacant positions are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer II/SG- 11	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility

4. SDO Bulacan provides fair and equal opportunity to all qualified applicants for the positions who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.





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5. The schedules of the recruitment, selection and hiring activities for the aforementioned vacant positions are as follows:

Activity	Date
1. Deadline of submission of documents	March 09, 2023
2. Evaluation of documents by the HRMPSB	March 10, 2023
3. Emailing of qualified applicants by the HRMPSB Secretariat	March 13, 2023
4. Online Examination and Interview (link will be provided)	March 14, 2023
5. Announcement of the results	March 15, 2023


6. The original copies of the following requirements shall be submitted to the Records Unit Attention: Human Resource Merit Promotion Selection Board (HRMPSB) for the evaluation. Applicants are required to attach a list of original documents submitted to be checked and received by the Records Unit. Only the submitted documents will be assessed by the HRMPSB. Documents which are submitted beyond the prescribed date will not be accepted.

- a. Application Letter indicating the position applied for
- b. Duly accomplished CSC Personal Data Sheet
- c. Official Transcript of Records
- d. Updated Service Records or Certificate of employment
- e. Latest Approved Appointment or copy of transmittal to the CSC
- f. Performance Rating for three (3) consecutive rating periods from the last promotion
- g. Trainings/Seminars attended during the last promotion
- h. Outstanding Accomplishments based on the DepEd Order No. 66, s. 2007

7. Attached are the following enclosure for reference:

- Enclosure No. 1 - HRMPSB Composition
Enclosure No. 2 - Duties and Responsibilities of AO II

8. Immediate and wide dissemination of this Memorandum is desired.


ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

