



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

August 3, 2023

**SCHOOLS DIVISION MEMORANDUM**

No. 303, s. 2023

**SUBMISSION OF APPLICATION, SCREENING & EVALUATION OF APPLICANTS FOR ADMINISTRATIVE OFFICER I (SUPPLY OFFICER) POSITION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. With reference to DepEd Order No. 7, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, this Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the call for submission of applications, screening and evaluation of applicants for vacant position with the following details:

**FOR ADMINISTRATIVE OFFICER I (SUPPLY OFFICER)**

Salary Grade / Salary: SG 10 – 278,112.00

**Qualification Standards**

Education: Bachelor's degree relevant to the job

Experience: None required

Training: None required

Eligibility: Career Service (Professional/Second Level Eligibility)

2. The said evaluation has the following timeline:

August 4-11, 2023	-	Submission and Receipt of Application Documents
August 14, 2023	-	Initial Evaluation of the Qualification of Applicants
August 15, 2023,	-	Posting of Initial Evaluation Results
August 16, 2023, 9am onwards	-	Comparative Assessment of Applicants
August 17, 2023	-	Posting of the Results of Comparative Assessment of Applicants

3. Interested applicants are advised to submit through the SDO Records Section the following documents on or before August 11, 2023, 5:00 p.m. Additional documents shall not be accepted after the said deadline.
  - a. Letter of Intent addressed to our Schools Division Superintendent, **JOHANNA N. GERVACIO PhD, CESO V**, SDO Science City of Muñoz;
  - b. Duly Accomplished Form 212 (Personal Data Sheet) with Work Experience Sheet;





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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

- 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, including completion of graduate and post-graduate units/degrees, if applicable;
  - 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 Rating;
  - j. Checklist of Requirements and Omnibus Sworn Statement of the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Enclosure No. 1*), notarized by authorized official; and
4. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where 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,” online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
  5. Individuals who failed to submit complete mandatory documents (Items 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants.
  6. Kindly bring original documents on the day of evaluation for verification and other purposes.
  7. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 3.j), duly signed by the applicant.
  8. This Office adheres to Equal Employment Opportunity Principle to all applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
  9. Immediate and wide dissemination of this Memorandum is desired.

**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

HRMPSB/ AOI  
008/ August 3, 2023





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**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ**

Enclosure No. 1 to Schools Division Memorandum No. \_\_\_\_, s. 2023

Annex C

**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 or 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.

