



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 171, s. 2023

May 11, 2023

**RANKING FOR THE POSITION OF ADMINISTRATIVE OFFICER V
(BUDGET OFFICER III)**

To: Human Resource Merit Promotion and Selection Board
Public Elementary and Secondary School Heads
Applicants
Others Concerned

1. This Office hereby announces the ranking for the position, to wit:

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	MINIMUM EXPERIENCE REQUIREMENTS	MINIMUM TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	NO. OF VACANCY
Administrative Officer V (Budget Officer III) [SG 18]	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional (Second Level Eligibility)	1

2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. Attach the following documents to the **application letter**:

- a) Fully accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded from www.csc.gov.ph;
- b) Performance rating for the last 3 periods (if applicable);
- c) Photocopy of Certificate of Eligibility/ Rating/ License/ ID;
- d) Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and Diploma;
- e) Photocopy of Service Record or Certificate of Employment, if applicable;
- f) Photocopy of Certificates of relevant Training; and
- g) Photocopy of certificates and/or proofs of outstanding accomplishments, if applicable

3. Kindly submit your pertinent documents inside a folder not later than **May 26, 2023**, to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 66, s. 2007.
4. Schedule of the interview will be announced later.
5. This ranking welcomes and gives equal employment opportunities to all. No applicant shall be discriminated against and/or denied access to opportunities for suitable employment. Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) may apply.
6. For information and guidance.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent



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