



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

**Office of the Schools Division  
Superintendent**

JULY 5, 2023

DIVISION MEMORANDUM

No. 269, s. 2023

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 171, S. 2023 TITLED  
RANKING FOR THE POSITION OF ADMINISTRATIVE OFFICER V (ADOF V)  
( BUDGET OFFICER III )**

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Section and Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the Acceptance of Application for Administrative Officer V (Budget Officer III) as stipulated in DM No. 171, s. 2023 titled Ranking for the Position of Administrative Officer V (ADOF V) ( Budget Officer III), please be informed that this Office shall now implement the New Merit Selection Plan (MSP) and Recruitment Selection and Appointment (RSP) Guidelines stipulated in DO No. 7, s. 2023 titled Guidelines on Recruitment, Selection and Appointment in the Department of Education.
2. In effect, Enclosure of DO No. 7, s. 2023, which contains the Criteria and Point System for Hiring and Promotion to Non-Teaching Positions shall now be applied to wit:
  - a. Education units and/or degree relevant to the position to be filled exceeding the minimum qualification requirements as defined in the Civil Service Commission (CSC)-approved Qualification Standards (QS);
  - b. Training hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
  - c. Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;
  - d. Performance based on the submitted performance rating covering one (1) year or twelve (12) months of performance in the current or previous job position relevant to the position to be filled in;
  - e. Outstanding Accomplishments acquired after the last promotion;
  - f. Application of Education acquired after the last promotion;
  - g. Application of Learning and Development (L&D) acquired after the last promotion; and
  - h. Potential measured using other evaluative assessments like Written Test (WT), Behavioral Event Interview (BEI) and/or Work Sample Test (WST).
3. The point system for evaluative assessment is defined in the table below. Points assigned for each criterion varies from one salary grade to another, giving premium to specific criteria that are more relevant to the position to be filled in. For Administrative



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Officer V (Budget Officer III), point system under SG 10-22 and SG 27 column shall be applied.

| Criteria                       | Breakdown of Points |                             |                    |               |
|--------------------------------|---------------------|-----------------------------|--------------------|---------------|
|                                | General Services    | SG 1-9 Non-General Services | SG 10-22 and SG 27 | SG 24 (Chief) |
| a. Education                   | 5                   | 5                           | 5                  | 10            |
| b. Training                    | 5                   | 5                           | 10                 | 5             |
| c. Experience                  | 20                  | 20                          | 15                 | 15            |
| d. Performance                 | 10                  | 20                          | 20                 | 20            |
| e. Outstanding Accomplishments | 5                   | 10                          | 10                 | 10            |
| f. Application of Education    | -                   | 10                          | 10                 | 10            |
| g. Application L&D             | -                   | 10                          | 10                 | 10            |
| h. Potential (WT, BEI, WST)    | 55                  | 20                          | 20                 | 20            |
| <b>Total</b>                   | <b>100</b>          | <b>100</b>                  | <b>100</b>         | <b>100</b>    |

4. Anent this, all applicants are hereby directed to update their documents submitted in the following order:

- a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) or (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 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 Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable;
- j. Photocopy or Performance Rating obtained from the relevant work experience, if performance rating in item No. 9 is not relevant to the position to be filled;
- k. Means of Verifications (MOVs) showing Outstanding Accomplishments, Application to Education, and Application of Learning and Development (L&D) reckoned from the date of last issuance of appointment;
- l. Checklist of Requirements and Omnibus Certification / Waiver (Annex C) of DO No. 7, s. 2023; and
- m. Other documents as may be required.

5. All updated documents submitted shall be properly paginated by the applicants. They shall affix their signatures at the left side of the page number while the Human Resource Personnel, after validating the documents, shall also affix his / her signature at the right side of the page number.

6. All updated documents must be properly labeled and arranged accordingly following the above sequence and fastened in a long folder and shall be submitted on / or before 5:00 pm of July 13, 2023.



7. The applicants assume full responsibility and accountability on the validity and authenticity of the documents submitted as evidenced by the Omnibus Certification of Authenticity. Any violation shall automatically disqualify the applicant from the selection process.

8. The following Recruitment and Selection Schedule of Activities shall be observed:

| <b>Recruitment and Selection Schedule of Activities</b> |   |
|---|---|
| July 5-14, 2023   | Updating and submission of documents  |
| July 10, 2023   | Orientation of the Applicants on DO No. 7, s. 2023 titled Guidelines on Recruitment, Selection and Appointment in the Department of Education with emphasis on the Criteria and Point System for Hiring and Promotion to Non-Teaching (NT) Positions  |
| July 17, 2023   | Orientation of Human Resource Merit Promotion and Selection Board (HRMPSB) of the Applicants on DO No. 7, s. 2023 titled Guidelines on Recruitment, Selection and Appointment in the Department of Education with emphasis on the Criteria and Point System for Hiring and Promotion to Non-Teaching (NT) Positions |
| July 17-18, 2023  | Initial Evaluation and Assessment of Documents by the Human Resource Management Office (HRMO)   |
| July 19, 2023   | Issuance of Initial Evaluation Results (IER) to applicants  |
|   | Submission to HRMPSB Secretariat of IER   |
|   | Posting of IER  |
| July 20-21, 24-25, 2023                                 | Conduct of Comparative Assessment of Applicants and Open Ranking by the HRMPSB  |
|   | Conduct of Written Test (WT), Behavioral Event Interview (BEI) and Work Sample Test (WST)   |
|   | Presentation of Initial Results   |
| July 26, 2023   | Consolidation and preparation of Comparative Assessment Results (CAR)   |
| July 27, 2023   | Submission of duly signed CAR by the HRMPSB to the Schools Division Superintendent (SDS)  |
| July 28, 2023   | Review and approval of the CAR by the SDS   |
| July 31-August 7, 2023                                  | Posting of CAR  |

9. Please see enclosed Composition of the HRMPSB and Checklist of Requirements with Omnibus Sworn Statement for your reference.

10. For questions and clarifications please contact Brendalou D. Arancana MPA REA JD at 09207103707 or email at [brendalou.arancana@deped.gov.ph](mailto:brendalou.arancana@deped.gov.ph).

11. Immediate and wide dissemination of this Memorandum is directed.

**WILFREDA D. BONGALOS, PhD, CESO V**  
Schools Division Superintendent



Enclosure No. 01 to Division Memorandum No. \_\_\_\_\_, s. 2023

**COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

| <b>NAME</b>                        | <b>POSITION / DESIGNATION</b>  |             |
|------------------------------------|--|-------------|
| Ernesto Q. Alas-as Jr. CESE        | Officer In-Charge (OIC)<br>Office of the Assistant Schools<br>Division Superintendent (ASDS) | Chairperson |
| John Ariel A. Lagura PhD           | Chief Education Supervisor<br>(CES) - Curriculum<br>Implementation Division (CID)            | Member      |
| Aquilino T. Milar Jr. JD, PhD      | Administrative Officer V,<br>Administrative Services   | Member      |
| Brendalou D. Arancana MPA, REA, JD | Administrative Officer IV, Human<br>Resource Management Officer<br>(HRMO)                    | Member      |
| Michelle T. Sagaral CPA, MM        | Accountant III, Representative,<br>Non-Teaching Division – DepEd<br>National Employees Union | Member      |



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**CHECKLIST OF REQUIREMENTS**

Annex C

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

| Basic Documentary Requirement   | Status of Submission<br><i>(To be filled-out by the applicant; Check if submitted)</i> | Verification<br><i>(To be filled-out by the HR Office/ Subcommittee)</i> |         |
|---|--|--|---------|
|   |  | Status of Submission<br><i>(Check if complied)</i>                       | Remarks |
| a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office  |  |  |         |
| 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 assessment, if applicable   |  |  |         |
| j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled                                   |  |  |         |
| k. 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 |  |  |         |
| l. Checklist of Requirements and Omnibus Certification/Waiver (Annex C)   |  |  |         |
| m. Other documents as may be required   |  |  |         |

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION ON 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.

Attested:

\_\_\_\_\_  
Name and Signature of Applicant

\_\_\_\_\_  
Human Resource (HR) Office / Subcommittee

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.