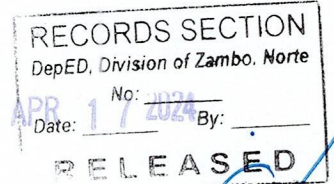




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

April 15, 2024

Division Memorandum
No. 229 s. 2024

**ADDENDUM TO THE DISTRICT ADMINISTRATIVE OFFICER (AO) II DESIGNATE
FOR HRMPSB ACTIVITIES**

TO: Administrative Officer II
All concerned personnel
This Division

1. In line with the SDO D4D (Decentralization, Devolution, Delegation and Deputization) and to streamline downloading of services and ensure prompt completion of enlisting positions for appointment and promotion, adhering to the principles of merit, fitness, competence, equal opportunity, transparency and accountability pursuant to DepEd Order No. 07, s. 2023, entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", this office hereby announces the designation of the identified Administrative Officer II (AO-II) for the HRMPSB activities.
2. In view thereof, the identified Administrative Officer II (AO II) in the District will assist in facilitating the selection and evaluation of Teacher I, Teacher II, Teacher III, School Head and Master Teacher Positions.
3. The designated Administrative Officer II (AOII) shall:
 - a. Assist in the conduct of the initial evaluation of applicants upon receipt of a Division Memorandum for said activity;
 - b. Receive documents from the applicants;
 - c. Observe the proper health and safety protocols;
 - d. Inform all applicants of the activities to be undertaken in relation to hiring and to the initial evaluation and document assessment;
 - e. Inform the applicants to register their application to the online link provided in the Division Memorandum Call for Applicants for their Division Unique Application Number (DUAN);
 - f. Make systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
 - g. Develop and conduct further assessment such as written examination, skills test and others, as deemed necessary;
 - h. Submit to the Division HRMPSB the Initial Evaluation Result (IER) and assessment result following the template provided duly signed by the Sub-Committee Members and the Minutes of Deliberation;
 - i. Maintain fairness and impartiality in the assessment of applicants' documents;
 - j. Respond to queries and/or complaints pertaining to the initial comparative assessment results;
 - k. Present the district result during the deliberation called for by the Division HRMPSB;

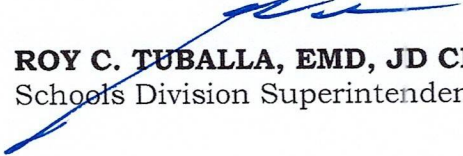


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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- m. Keep a copy of the result of the initial evaluation and assessment of documents in the district for future reference;
 - n. Post the online QAME in all rooms;
 - o. Perform other related functions as may be assigned.
 - p. The initial results together with the applicants' documents of the Personnel Selection Sub-Committees shall be submitted to the Division HRMPSB within five (5) days for final evaluation.
4. Enclosed to this Division Memorandum is the list of designated district Administrative Officer II for HRMPSB activities, as outlined in Enclosure No. 1.
5. This Division Memorandum will serve as the official Designation Order of the identified District Administrative Officer II (AO II) for the HRMPSB activities.
6. All orders, rules and regulations and other related issuances which are inconsistent with this memorandum are hereby repealed, rescinded or amended accordingly.]
7. Immediate and wide dissemination of this memorandum is desired.


ROY C. TUBALLA, EMD, JD CESO V
Schools Division Superintendent

References:
Deped Order No. 007, s. 2023

HRMPSB/HRMPSBDesignateAOII/04-15-2024



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Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

ENCLOSURE NO. 1

List of Administrative Officers II Designate for HRMPSB ACTIVITIES

NO.	NAME	DISTRICT
1	KAY M. QUIMIGING	LA LIBERTAD
2	ALEXANDER T. SUMANDAY	MUTIA
3	HELEN GRACE I. ORQUILLAS	PIÑAN
4	MARIEL P. BATUAMPO	POLANCO I
5	JOELITO R. SABAN JR.	POLANCO II
6	MARGARITA C. DELA CRUZ	RIZAL
7	MARICEL B. BERSALES	SERGIO OSMEÑA I
8	SHIELA H. DELORIA	SERGIO OSMEÑA II
9	CHARRY MAE B. BANDRANG	SIBUTAD
10	MARIA CRISTABEL P. NIEVES	KATIPUNAN I
11	BRIANNE TIFFANY SALDIA	KATIPUNAN II
12	MA. ANTONETTE D. GONZALES	MANUKAN I
13	KAREN T. ALMIROL	MANUKAN II
14	IRISH CHARM JALOSJOS	ROXAS I
15	AIRA RUTH A. GUERRERO	ROXAS II
16	NOEMI S. BONTIGAO	SIAYAN
17	MICHAEL E. TAN	SINDANGAN CENTRAL
18	ARDEE NIKKO D. RAGUINDIN	SINDANGAN NORTH
19	LYSANDER M. ABNE	SINDANGAN SOUTH
20	BABY CELESTE L. LICAYAN	BACUNGAN
21	JULIUS M. CALLAGON	BALIGUIAN
22	ALMIRA NOVA C. AMARILLE	GODOD
23	GENE C. UBA JR	GUTALAC I
24	CHARMAINE S. CALASANG	GUTALAC II
25	LYN P. LADIERO	KALAWIT
26	IVY M. LAGUDAS	LABASON
27	STEENIE JEAN M. ABSIN	LILOY I
28	RICHEL P. CAINDUG	LILOY II
29	SITTI NARRIMAN L. NIAN	SALUG I
30	JOHN MICHAEL G. PAÑALES	SALUG II
31	EDRIS S. AMILASAN JR	SIBUCO
32	KAREN SHANE B. DAPAT	SIOCON
33	MARY CENTENNA A. DURANO	SIRAWAI
34	JOEY Q. GABO	TAMPILISAN
35	MARVIN CARPIO	PONOT