

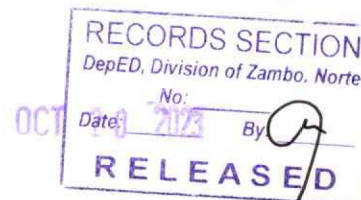


Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



October 20, 2023

Division Memorandum

No. 466 s. 2023

**CALL FOR APPLICANTS FOR VACANT LEVEL 2 NONTEACHING POSITIONS
ADMINISTRATIVE OFFICER-II AND PROJECT DEVELOPMENT OFFICER-I IN
DEPED, DIVISION OF ZAMBOANGA DEL NORTE**

To: District/School Personnel
All Others Concerned

1. The Schools Division of Zamboanga del Norte invites all interested and qualified applicants for the vacant level 2 AO II and PDO I Nonteaching positions listed herein.
2. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit **sequenced and organized pertinent documents per applicable checklist in a folder with complete tabbing**. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any **false and fraudulent** document submitted shall be grounds for disqualification per DepEd Order (No. 19 s.2022).
3. The hiring and promotion process for nonteaching positions will adhere to the criteria and point system outlined in **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"**. Points obtained based on the old guidelines will no longer be considered or accepted.
4. Application documents of the qualified applicants must be submitted to the Division Office - Personnel Section on or before **Tuesday, October 31, 2023 until 5:00 pm only**.
5. The following enclosures contain the information, procedures and timeline:
 - **Enclosure No. 1** - List of Vacancies
 - **Enclosure No. 2** - CSC Prescribed Minimum Qualification Standard
 - **Enclosure No. 3** - Administrative Officer II and Project Development Officer I Job Descriptions
 - **Enclosure No. 4** - Checklist of Requirements
 - **Enclosure No. 5** - Timeline of Activities
 - **Enclosure No. 6** - Submission of Application Process Flow
 - **Enclosure No. 7** - Point System for Evaluative Assessment: Nonteaching Positions (*Table I, DO No.007, s.2023*)







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6. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.
7. This Division adheres to the Equal Employment Opportunity Principle (EEO), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83)
8. For information, guidance and compliance.

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

For the Schools Division Superintendent:


JUDITH V. ROMAGUERA CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge 

Reference/s: NONE
Personnel/JAU/DM- CALL FOR APPLICANTS DM No. / October 20, 2023



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Enclosure No. 1 DM No. 466 s. 2023

LIST OF VACANT POSITIONS

VACANT POSITION	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT	NO. OF VACANCIES
Elementary AO II			100
Administrative Officer II	ADOF2-570044-2023	Bacungan (Leon Postigo) District Biwa ES	
Administrative Officer II	ADOF2-570045-2023	Baliguian District Linay ES	
Administrative Officer II	ADOF2-570046-2023	Baliguian District Mamad ES	
Administrative Officer II	ADOF2-570047-2023	Baliguian District San Jose ES	
Administrative Officer II	ADOF2-570048-2023	Baliguian District Tamao ES	
Administrative Officer II	ADOF2-570049-2023	Baliguian District Sitio Otso ES	
Administrative Officer II	ADOF2-570050-2023	Godod District Banuangan ES	
Administrative Officer II	ADOF2-570051-2023	Godod District Lomogom ES	
Administrative Officer II	ADOF2-570052-2023	Godod District Miampic ES	
Administrative Officer II	ADOF2-570053-2023	Godod District Rambon ES	
Administrative Officer II	ADOF2-570054-2023	Godod District Sarawagan ES	
Administrative Officer II	ADOF2-570055-2023	Godod District Sianan ES	
Administrative Officer II	ADOF2-570056-2023	Godod District Makinaryas ES	
Administrative Officer II	ADOF2-570057-2023	Gutalac I District Datagan ES	
Administrative Officer II	ADOF2-570058-2023	Gutalac I District La Libertad ES	
Administrative Officer II	ADOF2-570059-2023	Gutalac I District Lower Lux ES	
Administrative Officer II	ADOF2-570060-2023	Gutalac I District Lux ES	
Administrative Officer II	ADOF2-570061-2023	Gutalac I District San Juan Es	
Administrative Officer II	ADOF2-570062-2023	Gutalac I District San Vicente ES	
Administrative Officer II	ADOF2-570063-2023	Gutalac I District Sibalic ES	
Administrative Officer II	ADOF2-570064-2023	Gutalac I District Matunoy ES	
Administrative Officer II	ADOF2-570065-2023	Gutalac I District Pitogo ES	
Administrative Officer II	ADOF2-570066-2023	Gutalac II District Bacong ES	
Administrative Officer II	ADOF2-570067-2023	Gutalac II District Bagong Silang ES	
Administrative Officer II	ADOF2-570068-2023	Gutalac II District Canupong ES	
Administrative Officer II	ADOF2-570069-2023	Gutalac II District Gacsod ES	
Administrative Officer II	ADOF2-570070-2023	Gutalac II District Immaculada Concepcion ES	
Administrative Officer II	ADOF2-570071-2023	Gutalac II District Malian ES	
Administrative Officer II	ADOF2-570072-2023	Gutalac II District New Dapitan ES	
Administrative Officer II	ADOF2-570073-2023	Kalawit District Concepcion ES	
Administrative Officer II	ADOF2-570074-2023	Kalawit District Fatima ES	
Administrative Officer II	ADOF2-570075-2023	Kalawit District Marcelo ES	
Administrative Officer II	ADOF2-570076-2023	Kalawit District New Calamba ES	
Administrative Officer II	ADOF2-570077-2023	Kalawit District San Roque ES	
Administrative Officer II	ADOF2-570078-2023	Katipunan I District Balok ES	
Administrative Officer II	ADOF2-570079-2023	Katipunan I District Maitan ES	



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Administrative Officer II	ADOF2-570080-2023	Katipunan I District Gulapa PS
Administrative Officer II	ADOF2-570081-2023	Labason District Gabu ES
Administrative Officer II	ADOF2-570082-2023	Labason District Sibulan Paaralan Ng Buhay ES
Administrative Officer II	ADOF2-570083-2023	Liloy I District Punta ES
Administrative Officer II	ADOF2-570084-2023	Liloy I District Ganase ES
Administrative Officer II	ADOF2-570085-2023	Liloy II District Cabangcalan ES
Administrative Officer II	ADOF2-570086-2023	Liloy II District Candelaria ES
Administrative Officer II	ADOF2-570087-2023	Liloy II District Mauswagon ES
Administrative Officer II	ADOF2-570088-2023	Liloy II District Overview ES
Administrative Officer II	ADOF2-570089-2023	Manukan I District Patagan ES
Administrative Officer II	ADOF2-570090-2023	Manukan I District Bartolome Aripal ES
Administrative Officer II	ADOF2-570091-2023	Polanco I District Labrador ES
Administrative Officer II	ADOF2-570092-2023	Ponot (Jose Dalman) District Bitoon ES
Administrative Officer II	ADOF2-570093-2023	Ponot (Jose Dalman) District Lumapig ES
Administrative Officer II	ADOF2-570094-2023	Ponot (Jose Dalman) District Majesubajo ES
Administrative Officer II	ADOF2-570095-2023	Roxas II (Mauel A. Roxas) District Lipakan ES
Administrative Officer II	ADOF2-570096-2023	Roxas II (Mauel A. Roxas) District Tapesa ES
Administrative Officer II	ADOF2-570097-2023	Roxas II (Mauel A. Roxas) District Malicas ES
Administrative Officer II	ADOF2-570098-2023	Salug I District Kalucap ES
Administrative Officer II	ADOF2-570099-2023	Salug II District Iplan ES
Administrative Officer II	ADOF2-570100-2023	Sergio Osmeña II District Bagumbayan ES
Administrative Officer II	ADOF2-570101-2023	Sergio Osmeña II District Mahayahay ES
Administrative Officer II	ADOF2-570102-2023	Sergio Osmeña II District Sinaad ES
Administrative Officer II	ADOF2-570103-2023	Siayan District Balonokan ES
Administrative Officer II	ADOF2-570104-2023	Siayan District Bulanao ES
Administrative Officer II	ADOF2-570105-2023	Siayan District Datagan ES
Administrative Officer II	ADOF2-570106-2023	Siayan District Domogok ES
Administrative Officer II	ADOF2-570107-2023	Siayan District Guigang ES
Administrative Officer II	ADOF2-570108-2023	Siayan District Pange ES
Administrative Officer II	ADOF2-570109-2023	Sibuco District Anungan ES
Administrative Officer II	ADOF2-570110-2023	Sibuco District Cawit-Cawit ES
Administrative Officer II	ADOF2-570111-2023	Sibuco District Dinolan PS
Administrative Officer II	ADOF2-570112-2023	Sibuco District Guimba Parang ES
Administrative Officer II	ADOF2-570113-2023	Sibuco District Kulaguan ES
Administrative Officer II	ADOF2-570114-2023	Sibuco District Lakiki ES
Administrative Officer II	ADOF2-570115-2023	Sibuco District Lipuno ES Annex - Limpapa
Administrative Officer II	ADOF2-570116-2023	Sibuco District Pangian ES
Administrative Officer II	ADOF2-570117-2023	Sibuco District Paniran ES
Administrative Officer II	ADOF2-570118-2023	Sibuco District Tangarak ES
Administrative Officer II	ADOF2-570119-2023	Sibuco District Litawan ES



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Administrative Officer II	ADOF2-570120-2023	Sindangan North District Misok ES	
Administrative Officer II	ADOF2-570121-2023	Sindangan North District Doña Natividad L. Macias IS	
Administrative Officer II	ADOF2-570122-2023	Siocon District Balagonan ES	
Administrative Officer II	ADOF2-570123-2023	Siocon District Bulacan ES	
Administrative Officer II	ADOF2-570124-2023	Siocon District C. Callao ES	
Administrative Officer II	ADOF2-570125-2023	Siocon District Pedro Torio ES	
Administrative Officer II	ADOF2-570126-2023	Siocon District Latabon ES	
Administrative Officer II	ADOF2-570127-2023	Siocon District Malambuhangin ES	
Administrative Officer II	ADOF2-570128-2023	Siocon District Mambong ES	
Administrative Officer II	ADOF2-570129-2023	Siocon District Matiang ES	
Administrative Officer II	ADOF2-570130-2023	Siocon District Panubigan ES	
Administrative Officer II	ADOF2-570131-2023	Siocon District Paduan ES	
Administrative Officer II	ADOF2-570132-2023	Siocon District Kono Maria ES	
Administrative Officer II	ADOF2-570133-2023	Siocon District Siay IS	
Administrative Officer II	ADOF2-570134-2023	Sirawai District Bitugan ES	
Administrative Officer II	ADOF2-570135-2023	Sirawai District Dacon Learning Center	
Administrative Officer II	ADOF2-570136-2023	Sirawai District Dacon Learning Center Annex - Sahara	
Administrative Officer II	ADOF2-570137-2023	Sirawai District Lambog Jubael ES	
Administrative Officer II	ADOF2-570138-2023	Sirawai District Tapanayan ES	
Administrative Officer II	ADOF2-570139-2023	Sirawai District Imam Jamahali Ode ES	
Administrative Officer II	ADOF2-570140-2023	Sirawai District Sta. Maria ES	
Administrative Officer II	ADOF2-570141-2023	Tampilisan District Cabong ES	
Administrative Officer II	ADOF2-570142-2023	Tampilisan District Farmington ES	
Administrative Officer II	ADOF2-570143-2023	Tampilisan District Tininggaan ES	
VACANT POSITION	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT	NO. OF VACANCIES
Secondary (JHS) AO II			15
Administrative Officer II	ADOF2-570144-2023	Bacungan (Leon Postigo) District Tinuyop NHS	
Administrative Officer II	ADOF2-570145-2023	Baliguian District Alam Mudja Sai NHS	
Administrative Officer II	ADOF2-570146-2023	Godod District Raba NHS	
Administrative Officer II	ADOF2-570147-2023	Godod District Sianan NHS	
Administrative Officer II	ADOF2-570148-2023	Gutalac I District Gutalac NHS Ext. - San Juan	
Administrative Officer II	ADOF2-570149-2023	Gutalac I District Gutalac NHS - Panganuran Ext.	
Administrative Officer II	ADOF2-570150-2023	Gutalac II District Gutalac NHS Mamawan - Annex	
Administrative Officer II	ADOF2-570151-2023	Gutalac II District Gutalac NHS ext. - Tipan	
Administrative Officer II	ADOF2-570152-2023	Kalawit District Kalawit NHS Annex -Pianon	
Administrative Officer II	ADOF2-570153-2023	Kalawit District Gatas NHS	
Administrative Officer II	ADOF2-570154-2023	Sibuco District Cawit-Cawit NHS	
Administrative Officer II	ADOF2-570155-2023	Sindangan South District Bartolome Lira, Sr. NHS	
Administrative Officer II	ADOF2-570156-2023	Sindangan South District Bartolome Lira, Sr. NHS Ext. Siasin	
Administrative Officer II	ADOF2-570157-2023	Siocon District Siay IS	
Administrative Officer II	ADOF2-570158-2023	Sirawai District Dacon NHS (Sirawai NHS-Guba Annex)	



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VACANT POSITION	PLANTILLA ITEM NO.	PLACE OF ASSIGNMENT	NO. OF VACANCIES
Elementary PDO I			26
Project Development Officer I	PDOI-570049-2023	Sibuco District Sibuco CS, Lipuno ES, Malayal Community School	
Project Development Officer I	PDOI-570050-2023	Siayan District Siayan CS, Mangilay ES, Suminalum ES	
Project Development Officer I	PDOI-570051-2023	Sibutad District Sibutad CS, Libay ES, Sipaloc ES	
Project Development Officer I	PDOI-570052-2023	Godod District Godod CS, Guisapong ES, Mauswagon ES	
Project Development Officer I	PDOI-570053-2023	Tampilisan District Tampilisan CS, Malila "T" ES, ZNAC ES	
Project Development Officer I	PDOI-570054-2023	Salug I District Salug CS, Danao ES Salug II Dipolod ES	
Project Development Officer I	PDOI-570055-2023	Sindangan South District Mandih CS Sindangan Central District Enrique C.Nueva ES, Sindangan Pilot Demonstration School	
Project Development Officer I	PDOI-570056-2023	Liloy I District Liloy CS, El Paraiso ES, Goin Elementary School	
Project Development Officer I	PDOI-570057-2023	Polanco I District Polanco CS, Isis ES Polanco II District Maligaya ES	
Project Development Officer I	PDOI-570058-2023	Gutalac I District Gutalac CS, Rosalina M. Carloto Memorial ES Gutalac II District Map ES	
Project Development Officer I	PDOI-570059-2023	Siocon District Siocon CS, Lu Tian Po ES Sindangan South District Bucan ES	
Project Development Officer I	PDOI-570060-2023	Labason District Labason Integrated School Imelda ES Osukan ES	
Project Development Officer I	PDOI-570061-2023	Katipunan I District Katipunan CS, Jose Ochotorena ES, Mias ES	
Project Development Officer I	PDOI-570062-2023	Roxas I (Manuel A. Roxas) District Roxas CS, Piao ES Tampilisan District Banbanan ES	
Project Development Officer I	PDOI-570063-2023	Manukan I District Manukan West CS, Manukan East CS, Patunan ES	
Project Development Officer I	PDOI-570064-2023	Sirawai District Sarawai CS, Danganon ES, Doña Cecilia ES	
Project Development Officer I	PDOI-570065-2023	Liloy II District Baybay CS Sindangan South District Dumalogdog ES, Dipodog ES	



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Project Development Officer I	PDOI-570066-2023	Piñan District Piñan CS, Napuyan ES Bacungan (Leon Postigo) District Bacungan CS
Project Development Officer I	PDOI-570067-2023	Ponot (Jose Dalman) District Ponot Central School, Diongan ES Labason District Balas ES
Project Development Officer I	PDOI-570068-2023	Kalawit District Kalawit CS, Palalian ES Gutalac II District Bayanihan ES
Project Development Officer I	PDOI-570069-2023	Rizal District Rizal CS La Libertad District Mauswagon ES Sindangan Central District Binuangan ES
Project Development Officer I	PDOI-570070-2023	Siayan District Diongan ES, Litolet ES, Mayo ES
Project Development Officer I	PDOI-570071-2023	Rizal District New Dapitan ES, San Roque ES, Sebaca ES
Project Development Officer I	PDOI-570072-2023	Siayan District Selese ES, Dumoyog ES, Gunyan ES
Project Development Officer I	PDOI-570073-2023	Gutalac II District Mamawan ES, Tipan ES Gutalac I District San Roque ES
Project Development Officer I	PDOI-570018-2016	SDO-SGOD



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Enclosure No. 2 DM 466 s.2023

CSC QUALIFICATION STANDARD

POSITION TITLE	SALARY GRADE	QUALIFICATION			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Officer II	11	Bachelor's degree relevant to the job	None required	None required	CS Professional/Appropriate Eligibility for Second Level Position
Project Development Officer I	11	Bachelor's degree relevant to the job	None required	None required	CS Professional/Appropriate Eligibility for Second Level Position



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Enclosure No. 3 of DM No. *Feb* s. 2023

Administrative Officer II and Project Development Officer I Job Descriptions

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Project Development Officer I (Youth Formation Coordinator)	Salary Grade	11
Parentetical Title		Governance Level	SDO
Unit		Division	School Governance and Operations Division
Reports to	EPS II/SENIOR EPS	Effectivity Date	
Position Supervised	None		
JOB SUMMARY			
The position is responsible for performing technical tasks in the implementation and monitoring of the youth formation programs at the division level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the division level.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's Degree relevant to the job		
Experience	None required		
Eligibility	Career Service (Professional) Second Level Eligibility		
Trainings	None required		
B. Preferred Qualifications			
Education	Bachelor's Degree preferably in Psychology, Behavioral Science, Guidance and Counseling or related		
Experience	Having been an elected student or youth leader in a school and/or community-based organization		
Eligibility	Career Service (Professional)		
Trainings	None		

JD_ Division Office_PDOL_Youth Formation Coordinator
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KEY RESULT AREA	DUTIES AND RESPONSIBILITIES
Program Management and Implementation for Youth Formation	<input type="checkbox"/> Implements the mandated programs, projects, and activities from the SDO/Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG), and career guidance program.
	<input type="checkbox"/> Coordinates the schools on cascading the mandated programs, projects, and activities of the School from the SDO/Regional/ Central Office.
	<input type="checkbox"/> Facilitates the conduct of the SDO activities in the division level anchored on the DepEd SDO EDP and DepEd Core Values
	<input type="checkbox"/> Provides inputs in the preparation Work and Financial Plans incorporating school programs, projects, and activities
	<input type="checkbox"/> Oversees the activities of the schools on learner's programs.
	<input type="checkbox"/> Develops a knowledge management system for the school club's/ organizations officers and for other data driven school learner's activities and submits it to the SDO/Regional and Central Office.
	<input type="checkbox"/> Submits narrative report on the implementation of division-wide school programs to the SDO/Regional and Central Office as may be deemed necessary.
Capacity Building	<input type="checkbox"/> Initiates other school programs, projects, and activities applicable in the division/DepEd.
	<input type="checkbox"/> Modifies the training needs assessment tool for conceptualizing training programs in the school level in coordination with school heads and the SDO Human Resource Personnel.
	<input type="checkbox"/> Facilitates the conduct of the training needs assessment in schools.
	<input type="checkbox"/> Prepares training design for capacity building activities in schools.
	<input type="checkbox"/> Organizes capacity building activities to school and students on skills development, leadership and relevant mandate programs in coordination with the School Heads/SDO Human Resource Personnel.
<input type="checkbox"/> Organizes capacity building programs for School in the conduct of career guidance program with assistance from the SDO Curriculum Implementation Division (CID) and Human Resource personnel.	

JD_ Division Office_PDOL_Youth Formation Coordinator
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Monitoring and Evaluation	<input type="checkbox"/> Monitors the implementation of mandated programs including but not limited to the school implementation of the SSG/SPG plan of actions and career guidance program.
	<input type="checkbox"/> Analyzes/interprets the results of the monitoring
	<input type="checkbox"/> Submits the report on the results of monitoring and evaluation to the School Heads.
	<input type="checkbox"/> Provides feedback on mandated program implementation as reference for possible program intervention/modification.
	<input type="checkbox"/> Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of programs.
	<input type="checkbox"/> Provides technical assistance on the implementation of PPAs mandated formation programs, projects and activities from SDO and national to school level.
Partnerships and Linkages	<input type="checkbox"/> Prepares proposals to possible partners and advocates of SDO programs.
	<input type="checkbox"/> Establishes partnerships and linkages in support of the school programs, projects, and activities at the division level
Secondary Duties	<input type="checkbox"/> As may be assigned by the superior.

JD_Division Office_PDOL_Youth Formation Coordinator
 Page 3 of 3

	JOB DESCRIPTION		JD No. _____	Revision Code: ____
Department of Education				
Position Title	Administrative Officer II	Salary Grade	11	
Parenthetical Title	Administrative Officer I	Governance Level	School	
Unit	Elementary School	Division		
Reports to	School head and AO V for Administrative Services in the SDO	Effectivity Date		
Positions Supervised	Administrative Assistants/Aides in the School	Page/s		
JOB SUMMARY				
This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelor's degree relevant to the job			
Experience	None required			
Eligibility	Career Service Professional (Second Level Eligibility)			
Trainings	None required			
B. Preferred Qualifications				
Education	Bachelor's degree relevant to the job			
Experience	None required			
Eligibility	Career Service Professional (Second Level Eligibility)			
Trainings	None required			

SDO_School_ADOF2
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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	<p>Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ol style="list-style-type: none"> recruitment and selection of applicants in the school assigned promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none"> Update regularly 201 files and maintain database of personal information of school personnel Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto





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	<ul style="list-style-type: none"> e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. <p>Compensation and Benefits</p> <ul style="list-style-type: none"> a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ul style="list-style-type: none"> a. Update school personnel of the latest HR-related policies b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school
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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	<ul style="list-style-type: none"> a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the schoolhead b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	<ul style="list-style-type: none"> a. Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers b. Assist the school planning team in the preparation of SIP/AIP c. Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc d. Perform other functions as may be assigned by the immediate supervisor.

Note: Items 5.2 and 5.3 of the Department of Budget and Management (DBM) Budget Circular No. 2004-3 Conversion of Positions Performing Staff/Non-Technical Functions (copy attached, for ready reference), essentially provides that positions allocated to the new position titles may be assigned any combination of the duties and responsibilities of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School).

SDO_School_ADOF2
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Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 4 of DM No. 464 s. 2023

CHECKLIST OF REQUIREMENTS
CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NONTEACHING
POSITIONS
DEPED ORDER 007 S. 2023 Enclosure No.(5 s. 2023)

Name of Applicant: _____

DUAN : _____

Position Applied For: _____ Office (where the vacancy exists): _____

Division Memo No.: _____ Contact Number: _____

Ethnicity: _____ Religion: _____

Person with Disability: Yes () No () Solo Parent: Yes () No ()

Instruction: Initial assessment of documents should be done in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Schools Division Superintendent			
b. Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at www.csc.gov.ph ;			
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 Transcript of Records (TOR) with General Weight Average (GWA) certification and Diploma, including completion of graduate and post-graduate units/degrees			
f. Photocopy of Certificate/s of Training relevant to the job, completed within the past five (5) years			
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/s with assessment tool in the last rating period(s) covering one (1) year performance prior to the assessment,			
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: <ul style="list-style-type: none"> ➢ 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:

MARYLYNNE B. BAYRON

Human Resource Management Officer (HRMO)

Administrative Officer IV



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: zn.division@deped.gov.ph

Website: www.depedzn.net

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is 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)electronic 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.



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
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Republic of the Philippines
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 5 of DM No. 400 s. 2023

TIMELINE OF ACTIVITIES

Date	Activity
October 31, 2023	Submission of Application Documents
November 6-10, 2023	Issuance of IER
November 13-18, 2023	BEI and document, Skills Test Assessment, and Issuance of IES
November 20, 2023	Final Deliberation
November 21-22, 2023	Issuance, submission and approval of CAR
November 23-29, 2023	Issuance of Advisory for submission of pertinent papers
November 30- December 7, 2023	Preparation and approval for appointment
December 8, 2023	Submission to CSC



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

Enclosure No. 6 of DM No. 466 s. 2023

SUBMISSION OF APPLICATION PROCESS FLOW

1. Qualified applicants are advised to follow the procedure for submission of application as stated:

1.a Obtain Division Unique Applicant Number (DUAN) by creating initial registration of application through *depedzn.net* or <https://depedzn.net/appreg>

1.a.1 Existing users are no longer required to create new DUAN account; kindly use the same email address when registering for applications.

1.b Click the *New Application* tab and select the desired job position by clicking the *Apply Now* tab.

1.c Print out the initial registration form by clicking *View Application>Print Applicant Profile* tabs and attach as top sheet of the application documents.

1.d Submit your application to the respective Division Office and/or District Office where the vacancy exists.

2. All interested and qualified applicants should signify their interest in writing. Applicants must submit sequenced and organized pertinent documents per checklist of requirements in a paper folder with complete tabbing and page numbering. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification per DepEd Order (No. 19 s.2022).



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

Enclosure No. 7 of DM No. 466 s. 2023

**Point System for Evaluative Assessment: Nonteaching Positions
 (Table I., DO No.007, s.2023)**



Enclosure No. 5 to DepEd Order No. 007, s. 2023)

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO
 NON-TEACHING POSITIONS**

1. The assessment for Non-Teaching positions shall be based on the following criteria:

- a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved 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 submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- 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.

2. The point system for evaluative assessment is detailed in Table 1. Points assigned to each criterion shall vary from one salary range to another, giving premium to specific criteria that are more relevant to the position to be filled. As such, for General Services positions, higher premium is given to Potential (55 points) and Experience (20 points) than the other criteria. Similarly, Chief positions (SG-24) give more focus on previous Performance (20 points), Potential (20 points), and Experience (15 points).

Table 1. Point System for Evaluative Assessment: Non-Teaching Positions

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 of L&D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100

