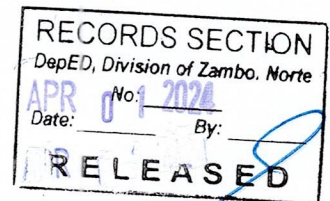




Republic of the Philippines
Department of Education



Office of the Schools Division Superintendent

Division Memorandum
No. 200 s. 2024

March 27, 2024

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

TO: Administrative Officer II
All concerned personnel
This Division

1. 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;



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- k. Present the district result during the deliberation called for by the Division HRMPSB;
 - 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. All orders, rules and regulations and other related issuances which are inconsistent with this memorandum are hereby repealed, rescinded or amended accordingly.
6. 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/03-26-2024



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Enclosure no. 1

List of District Administrative Officer II Designate for HRMPSB Activities

No	AO-II Designate	District	School
1	KAY M. QUIMIGUING	LA LIBERTAD	MAUSWAGON ES
2	ALEXANDER T. SUMANDAY	MUTIA	TUBAK ES, Clustering Mutia National High School - Tubak Annex and District Office
3	HELEN GRACE I. ORQUILLAS	PIÑAN	Piñan Central Elementary School
4	MARIEL P. BATUAMPO	POLANCO I	POLANCO CS
5	JOELITO R. SABAN JR	POLANCO II	NEW LEBANGON ES, clustering SIANIB ES & BETHLEHEM ES
6	MARGARITA C. DELA CRUZ	RIZAL	Rizal CS, Rizal NHS
7	MARICEL B. BERSALES	SERGIO OSMEÑA I	SERGIO OSMEÑA CS
8	SHIELA DELORIA	SERGIO OSMEÑA II	PEDAGAN ES
9	CHARRY MAE B. BANDRANG	SIBUTAD	SIBUTAD CES
10	MARIA CRISTABEL P. NIEVES	KATIPUNAN I	KATIPUNAN CS & SPED CENTER
11	BRIANNE TIFFANY SALDIA	KATIPUNAN II	SAN VICENTE ES
12	MA. ANTONETTE D. GONZALES	MANUKAN I	MANUKAN WEST CS
13	KAREN T. ALMIROL	MANUKAN II	DON JOSE AGUIRRE ES
14	MARICEL B. BERSALES	PONOT (JOSE DALMAN)	PONOT CS
15	IRISH CHARM Y.	ROXAS I (MANUEL A.	ROXAS CS



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	JALOSJOS	ROXAS)	
16	AIRA RUTH A. GUERRERO	ROXAS II (MANUEL A. ROXAS)	GOV. JOSE ASENIERO ELEMENTARY SCHOOL
17	NOEMI S. BONTIGAO	SIAYAN	Siayan CS
18	MICHAEL E. TAN	SINDANGAN CENTRAL	SPDS
19	ARDEE NIKKO D. RAGUINDIN	SINDANGAN NORTH	Siari P. Escabarte ES
20	ORLEE CHANNIE B. PALOSO	SINDANGAN SOUTH	MANDIH CS
21	BABY CELESTE L. LICAYAN	BACUNGAN (LEON POSTIGO)	BACUNGAN CS
22	JULIUS M. CALLAGON	BALIGUIAN	BALIGUIAN CENTRAL SCHOOL
23	ALMIRA NOVA C. AMARILLE	GODOD	GODOD CS
24	GENE C. UBA JR.	GUTALAC I	GUTALAC CENTRAL SCHOOL
25	CHARMAINE S. CALASANG	GUTALAC II	MAMAWAN ES
26	LYN P. LADIERO	KALAWIT	KALAWIT CS
27	IVY M. LAGUDAS	LABASON	Labason IS
28	STEENIE JEAN M. ABSIN	LILOY I	LILOY CS
29	RICHEL P. CAINDUG	LILOY II	BAYBAY CS & SPED Center
30	SITTI NARRIMAN L. NIAN	SALUG I	SALUG CS & SPED CENTER
31	ANALOU C. REBALBOSA	SALUG II	FATIMA ES
32	EDRIS S. AMILASAN JR	SIBUCO	SIBUCO DISTRICT OFFICE



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33	KAREN SHANE B. DAPAT	SIOCON	SIOCON CENTRAL SCHOOL
34	CHRISMARIE O. PABATAO	SIRAWAI	SIRAWAI CENTRAL SCHOOL; DACON LEARNING CENTER; DACON NHS (to be displaced at DACON LEARNING CENTER, turn over on going)
35	JOEY Q. GABO	TAMPILISAN	Tampilisan CS