



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

MEMORANDUM

ADM-2023- 007

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
All Elementary and Secondary School Principals/OICs
Unit Heads
All Others Concerned

From: 
REYNANTE Z. CALIGUIRAN
Schools Division Superintendent

Date: January 30, 2023

Subject: **ANNOUNCEMENT OF ADMINISTRATIVE OFFICER II VACANCY IN
THE DEPED DIVISION OF TUGUEGARAO CITY**

1. The DepEd Division of Tuguegarao City is announcing the vacancy for the position, viz:

Position/ Item Number / Salary Grade	Qualification Standards (QS)				
	Education	Relevant Training	Relevant Experience	Eligibility	Place of Assignment
Administrative Officer II (Administrative Officer I)/ OSEC-DECSB- ADOF2-120067-2020 / SG 11 <i>Vice ANALIZA JAYONA</i>	Bachelor's Degree Relevant to the Job	None Required	None Required	CSC Professional (Second Level Eligibility)	Elementary School

2. SDO Tuguegarao fully implements the Equal Employment Opportunity Policy, hence, interested applicants, regardless of age, sexual orientation, gender, disability, ethnicity, religion and political affiliation who meet the basic



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 844-7925; (078) 377-8805

Email Address: tuguegarao@deped.gov.ph

Website: depedtuguegarao.net

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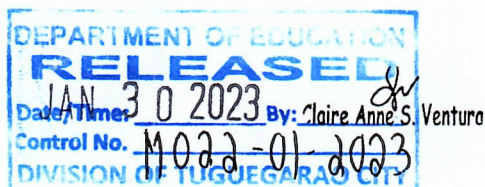
requirements may submit their application portfolio **through courier or hand in**, properly labeled and with tabs, in **two (2) copies**, addressed to: The Schools Division Superintendent, DepEd-Division of Tuguegarao City, not later than **February 6, 2023 (Monday), 5:00pm** with the following order of supporting documents, viz:

- a. Duly signed **Letter of Intent**;
- b. **Personal Data Sheet (CS Form No. 212, Revised 2017)**, fully accomplished and duly subscribed with recent passport-sized picture and **Work Experience Sheet**. The format and/or copy of which can be downloaded at www.csc.gov.ph;
- c. Photocopy of **Performance Ratings** for the last **three (3)** rating periods, from current/previous employer, if any;
- d. Photocopy of Updated **Service Record/s and/or Certificate/s of Employment** from current/previous employer/s, if any;
- e. Photocopy of **Transcript of Records (TOR)** – Bachelor's Degree and Post Graduate Studies, if any;
- f. Photocopy of **Certificate/s of Eligibility/ Rating/ License**, if any;
- g. Photocopy of **Certificates of Participation** to relevant trainings/seminars attended **with supporting documents** (such as travel order and legal basis for the travel) **and not credited during the last promotion**, if any;
- h. Photocopy of **Proofs of Outstanding Accomplishments** as per **DepEd Order No. 42, s. 2007**; and

Regional Policy Outlining the Internal Guideline on Recruitment, Selection, and Placement

- i. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.
3. Items b to g are required to determine the qualification of an applicant per the minimum Qualification Standards set by the Department. Hence, the non-submission of any of these documents (if required in the QS) shall result to the outright disqualification of an applicant.
 4. Late submission will not be entertained.
 5. Widest and immediate dissemination of this Memorandum is hereby enjoined.

PER/rga



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