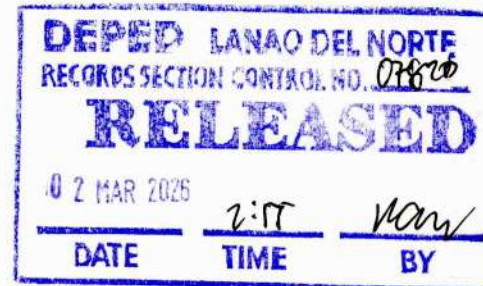




Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE



March 2, 2026

**DIVISION MEMORANDUM**

No. 140 s. 2026

**CALL FOR APPLICATION FOR ADMINISTRATIVE OFFICER II  
OF KOLAMBUGAN**

To: Assistant Schools Division Superintendent  
Chiefs of Functional Divisions  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. This office calls for the submission of applications for **Administrative Officer II of Kolambugan**. The assessment shall abide with the guidelines, procedures, and criteria of *DepEd Order No. 007, s. 2023*, otherwise known as "*Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*".

All applicants and personnel concerned are directed to refer to **Attachment A: Detailed Hiring Guidelines and Application Procedures** for information regarding the Qualification Standards, key timelines, required documents and submission instructions.

2. For guidance of all concerned, immediate dissemination of this Memorandum is hereby directed.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent



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Attachment A

### Detailed Hiring Guidelines and Application Procedures

<b>BUREAU/SERVICE:</b>	Division of Lanao del Norte
<b>DIVISION/UNIT:</b>	Administrative Section
<b>POSITION PROFILE</b>	
<b>Position: Administrative Officer II Non-Teaching</b>	<b>Salary Grade: 11-1</b>
Item No.:	
<b>JOB DESCRIPTION</b>	
<ul style="list-style-type: none"><li>• 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:<ul style="list-style-type: none"><li>a. Recruitment and selection of applicants in the school assigned</li><li>b. 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</li><li>c. Prepare ERF of qualified teachers and submit to SDO for processing</li></ul></li><li>• Personnel Records<ul style="list-style-type: none"><li>a. Update regularly 201 files and maintain database of personal inform of school personnel</li><li>b. 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</li><li>c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li><li>d. Monitor and record attendance/absences of school personnel and report to school head issues and concerns related thereto</li><li>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li><li>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li><li>g. Maintain the confidentiality of personnel information of school personnel to which he/she has legal access</li><li>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</li></ul></li><li>• Compensation and Benefits<ul style="list-style-type: none"><li>a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, PVP, etc)</li><li>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and validation</li></ul></li></ul>	



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- c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO
- Other HR-related functions
  - 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

**MINIMUM QUALIFICATIONS**

Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

**PREFERRED QUALIFICATIONS**

Education	Bachelor's degree relevant to administrative work
Experience	Experience in human resource functions, government procurement and supply management
Training	Trainings and seminars on HR management, CSC rules and regulations, records management, Government Procurement Reform Act, property and supply management
Skills and Competencies	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Good coordination and communication skills</li> <li>• Organized and systematic</li> <li>• Ability to handle multiple administrative functions</li> <li>• Integrity and accountability</li> </ul>

**ANNOUNCEMENT: Mandatory Compliance for Administrative Officer II Applicants**

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for Administrative Officer II to be assigned at Kolambugan. Our hiring process strictly adheres to the principles of **Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity** as mandated by **DepEd Order No. 007, s. 2023**.

**Action Required: Review of RSA Procedures**

To ensure a fair and transparent selection process, **ALL APPLICANTS MUST READ AND COMPLY** with the instructions stated herein before submitting any application documents.

It is **MANDATORY** that you familiarize yourself with the official guidelines and criteria:

1. V. Procedures – *Enclosure No. 1 to DepEd Order No. 007, s. 2023*



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2. Criteria and Point System for Hiring and Promotion to Non-Teaching Positions –  
*Enclosure No. 5 to DepEd Order No. 007, s. 2023*

Understanding these provisions is crucial as it informs you of the entire **Recruitment, Selection, and Appointment (RSA)** process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

**PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.**

**DETAILED SUBMISSION INSTRUCTIONS:**

**(\*Required Documents)**

**IMPORTANT REMINDER:** Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.

- A. **Letter of Intent\*** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, Schools Division Superintendent of Department of Education – Schools Division of Lanao del Norte. Kindly **INDICATE THE POSITION** you are applying for.
- B. **Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet(WES)\*** – please ensure that **ALL PAGES MUST BE SIGNED** and your **THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are ON THE 4<sup>TH</sup> PAGE of your PDS.

IMPORTANT NOTE:

**For PDS:** Applicant must ensure all details and information are correct and updated from page 1-4.

**For WES:** applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.

- C. Photocopy of **Certificate of Eligibility/Rating** or **valid and updated PRC License/ID\*** (must be CLEAR and READABLE)
- D. Photocopy of **Transcript of Records and Diploma\***

IMPORTANT NOTE FOR POINTING/SCORING SYSTEM:

For applicants with earned units leading to Master's and/ or Doctorate degree/s, kindly attach any of the following:

- Transcript of Record (if graduated)
- Certificate of Completed Academic Requirements (if CAR)
- Certificate of Units Earned (if Unit's earner)



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- E. Photocopy of **Certificate of Employment, Contract of Service**, or **duly signed Service Record**, *if available*
- F. Photocopy of **latest appointment**, *(for internal applicants who applied for promotion)*
- G. Photocopy of relevant **Certificate/s of Training and seminars attended**, *if available*

**IMPORTANT NOTE:**

Applicants shall ensure that all certificates must be CLEAR and READABLE and are consistent with the declared trainings in Personal Data Sheet.

Applicants must include only those trainings that are RELEVANT to the position.

Note: Unclear or pixelated certificates shall not be considered for the purpose of qualifications and scoring.

- H. Photocopy of required **Performance Ratings in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission**, *if applicable*
- I. , **Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (Annex C)\*** notarized by the following authorized officials:  
*President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of the Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerk of courts; registrar of deeds; other civilian officers in the public service of the government of the Philippines whose appointment are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; punong barangay; and notaries public (Reference: Section 41 of R.A. 10755)*
- J. Other documents as may be required by the HRMPSB, including but not limited to portfolio.

**GENERAL REMINDERS:**

- Prior to submission of documents, applicants are advised to read the qualification standards and performance requirements set for the position to initially assess the fitness of their profile to the required standards.
- Use a long brown folder with the corresponding lettered tab as indicated above.
- **Applicants who fail to submit the required documents within the given deadline SHALL NOT BE INCLUDED in the official pool of applicants.**
- Updates relative to application shall be provided via email and SMS. Hence, we encourage all applicants to keep their line of communication active for updates.



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- Now, we assume that you are already aware of the documentary requirements, please submit your application to the **Personnel Section**, through the **Records Section**, on or before **2:00 PM of March 13, 2026**.

**The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.**



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