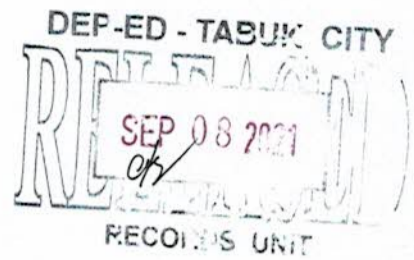




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

**Division Memorandum**

No. 241, s. 2021

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

SUBJECT: **SUBMISSION OF APPLICATION FOR ADMINISTRATIVE OFFICER II**

DATE: **September 7, 2021**

1. This is to invite all interested **qualified applicants** to submit their application documents for **Administrative Officer II** position. Submission of application is extended until **September 20, 2021**.
2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions in ability unless otherwise required.
3. The minimum Qualification Standard are as follows:

| Position                  | Education         | Training      | Experience    | Eligibility                                          |
|---------------------------|-------------------|---------------|---------------|------------------------------------------------------|
| Administrative Officer II | Bachelor's Degree | None required | None required | CS Professional or 2 <sup>nd</sup> level eligibility |

4. As to the arrangement of documents, please follow the following order (*in 3 folders*).
  - A. **Application Letter**
  - B. **Personal Data Sheet w/ Work Experience Sheet**
  - C. **Performance Rating, if any**
  - D. **Appointment/Service Record**
  - E. **Outstanding Accomplishments with MOVs**
    - a. **Award**
    - b. **Innovation**
    - c. **Research and Development Projects**
    - d. **Publication/Authorship**
    - e. **Consultant/Resource Speaker/ Facilitator/ Evaluator/ Writer/ Presenter/ Trainer in Trainings/Seminars/Workshops/Symposia**
  - F. **Education**
  - G. **Training with MOVs**
5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.



**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

---

**Office of the Schools Division Superintendent**

6. An *Omnibus Sworn Statement* (Annex A) Checklist of Requirements shall be attached to the application stating that all documents submitted, and these documents are originally produced as an output of the performance of one's position description forms.
7. Submission of application and insertion of documents after the set deadline is not accepted.
8. For information and guidance.

**IRENE S. ANGWAY PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent



**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
**Email:** [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>