



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

05 OCT 2023

DIVISION MEMORANDUM  
No. 418, s. 2023

**ANNOUNCING THE VACANCIES FOR ADMINISTRATIVE OFFICER II AND PROJECT  
DEVELOPMENT OFFICER I POSITIONS IN THE DIVISION OF NEGROS ORIENTAL**

TO: OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public Elem./Secondary Schools Administrators  
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancies for the following positions:

- (74) Administrative Officer II
- (8) Project Development Officer I

2. This Office fully implements the Equal Employment Opportunity Principle (EEOP) hence, all qualified applicants shall be given due consideration for employment regardless of sex or gender orientation, age, civil status, religious affiliation, disability status, ethnicity or political belief.

3. All interested applicants shall fill-up the **applicant registration form** thru this link: <https://tinyurl.com/sdonegor-application-2023> before submitting their complete documentary requirements in **one (1) folder following the color coding** with proper tabbing, arranged as listed below on or before 5:00 P.M. of **October 18, 2023** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section **or** submit electronic copies to [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph), subject to the submission of the hard copies upon request for purposes of verification.

- a) 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official;  
<https://tinyurl.com/COFandOSS>;



Kagawaran Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644



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- b) Letter intent addressed to the Schools Division Superintendent;
- c) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- d) Photocopy of Certificate of Eligibility/Rating/License;
- e) Photocopy of Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
- f) Photocopy of Certificates of Training acquired after the last promotion but within the last five (5) years (*with summary: Enclosure D*);
- g) Photocopy of Service Record or Certificate of Employment;
- h) Photocopy of recent approved Performance Rating covering one (1) year performance prior to the deadline of submission, if applicable;
- i) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment.
- j) Photocopy of Performance Rating obtained from relevant work experience, if performance rating in item (h) is not relevant to the position to be filled.

Applicants who failed to submit complete **mandatory** requirements particularly **Items 3.a to 3.e** shall **not** be processed.

4. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement. **Any false and fraudulent document submitted shall be grounds for disqualification.** No additional documents shall be accepted after October 18, 2023.

5. **DepEd Order No. 007, s. 2023** shall be the basis for evaluation of these papers.

6. The following enclosures are attached for reference:

- A. Qualification Standards
- B. Job Description
- C. Checklist of Requirements and Omnibus Sworn Statement on the Certification on Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form  
(<https://tinyurl.com/COFandOSS>)
- D. Summary of L&D Interventions/Training Programs Attended
- E. Timeline/Schedule of Activities
- F. Front cover of the folder can be downloaded:  
(<https://tinyurl.com/ApplicationCoverPage>)



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

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7. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Human Resource Management Unit or contact her at (035)422-0267.
8. It is desired that this Memorandum be given widest dissemination.

  
**NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent

10/4/23

  
NCO/NAB-MKP-JMA/AdS/LBY/JAP/jcadiante  
October 3, 2023



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Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
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**LIST OF VACANCIES FOR PROJECT DEVELOPMENT OFFICER I**

*Project Development Officer I (color code: PURPLE)*

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment/ District
					Education	Training	Experience	Eligibility	
1	Project Development Officer I	PDO1-510088-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Bacong CS N.Tale MES Sacsac ES
2	Project Development Officer I	PDO1-510089-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Dauin CS San Miguel ES Maayongtubig ES
3	Project Development Officer I	PDO1-510090-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Jimalalud CS Bae ES La Libertad CES
4	Project Development Officer I	PDO1-510091-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Mabinay CS Himocdungon ES Lumbangan ES
5	Project Development Officer I	PDO1-510092-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	San Jose ES LOCMES Magsaysay MES
6	Project Development Officer I	PDO1-510093-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Sibulan CES Cangmating ES Maslog ES
7	Project Development Officer I	PDO1-510094-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Sta. Catalina CES Caranoche ES Cawitan ES
8	Project Development Officer I	PDO1-510095-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	NNLCS Nagbalaye ES San Francisco ES


**LIST OF VACANCIES FOR ADMINISTRATIVE OFFICER II POSITION**

*Administrative Officer II (color code: BROWN)*

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment/ District
					Education	Training	Experience	Eligibility	
1	Administrative Officer II	ADOF2-510260-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Ayungon
2	Administrative Officer II	ADOF2-510261-2023							
3	Administrative Officer II	ADOF2-510262-2023							
4	Administrative Officer II	ADOF2-510263-2023							
5	Administrative Officer II	ADOF2-510264-2023							
6	Administrative Officer II	ADOF2-510265-2023							
7	Administrative Officer II	ADOF2-510266-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Bindoy
8	Administrative Officer II	ADOF2-510267-2023							
9	Administrative Officer II	ADOF2-510268-2023							
10	Administrative Officer II	ADOF2-510269-2023							
11	Administrative Officer II	ADOF2-510270-2023							
12	Administrative Officer II	ADOF2-510271-2023							
13	Administrative Officer II	ADOF2-510271-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Jimalalud
14	Administrative Officer II	ADOF2-510272-2023							
15	Administrative Officer II	ADOF2-510273-2023							
16	Administrative Officer II	ADOF2-510274-2023							
17	Administrative Officer II	ADOF2-510275-2023							
18	Administrative Officer II	ADOF2-510277-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	La Libertad
19	Administrative Officer II	ADOF2-510278-2023							
20	Administrative Officer II	ADOF2-510279-2023							
21	Administrative Officer II	ADOF2-510280-2023							
22	Administrative Officer II	ADOF2-510281-2023							
23	Administrative Officer II	ADOF2-510282-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Marjuyod
24	Administrative Officer II	ADOF2-510283-2023							
25	Administrative Officer II	ADOF2-510284-2023							
26	Administrative Officer II	ADOF2-510285-2023							
27	Administrative Officer II	ADOF2-510286-2023							

28	Administrative Officer II	ADOF2-510287-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Tayasan
29	Administrative Officer II	ADOF2-510288-2023							
30	Administrative Officer II	ADOF2-510289-2023							
31	Administrative Officer II	ADOF2-510290-2023							
32	Administrative Officer II	ADOF2-510291-2023							
33	Administrative Officer II	ADOF2-510292-2023							
34	Administrative Officer II	ADOF2-510293-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Amlan
35	Administrative Officer II	ADOF2-510294-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Mabinay
36	Administrative Officer II	ADOF2-510295-2023							
37	Administrative Officer II	ADOF2-510296-2023							
38	Administrative Officer II	ADOF2-510297-2023							
39	Administrative Officer II	ADOF2-510298-2023							
40	Administrative Officer II	ADOF2-510299-2023							
41	Administrative Officer II	ADOF2-510300-2023							
42	Administrative Officer II	ADOF2-510301-2023							
43	Administrative Officer II	ADOF2-510302-2023							
44	Administrative Officer II	ADOF2-510303-2023							
45	Administrative Officer II	ADOF2-510304-2023							
46	Administrative Officer II	ADOF2-510305-2023							
47	Administrative Officer II	ADOF2-510306-2023							
48	Administrative Officer II	ADOF2-510307-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	San Jose
49	Administrative Officer II	ADOF2-510308-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Siaton
50	Administrative Officer II	ADOF2-510309-2023							
51	Administrative Officer II	ADOF2-510310-2023							
52	Administrative Officer II	ADOF2-510311-2023							
53	Administrative Officer II	ADOF2-510312-2023							
54	Administrative Officer II	ADOF2-510313-2023							
55	Administrative Officer II	ADOF2-510314-2023							
56	Administrative Officer II	ADOF2-510315-2023							
57	Administrative Officer II	ADOF2-510316-2023							

58	Administrative Officer II	ADOF2-510317-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Sta. Catalina
59	Administrative Officer II	ADOF2-510318-2023							
60	Administrative Officer II	ADOF2-510319-2023							
61	Administrative Officer II	ADOF2-510320-2023							
62	Administrative Officer II	ADOF2-510321-2023							
63	Administrative Officer II	ADOF2-510322-2023							
64	Administrative Officer II	ADOF2-510323-2023							
65	Administrative Officer II	ADOF2-510324-2023							
66	Administrative Officer II	ADOF2-510325-2023							
67	Administrative Officer II	ADOF2-510326-2023							
68	Administrative Officer II	ADOF2-510327-2023							
69	Administrative Officer II	ADOF2-510328-2023							
70	Administrative Officer II	ADOF2-510329-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Valencia
71	Administrative Officer II	ADOF2-510330-2023							
72	Administrative Officer II	ADOF2-510331-2023							
73	Administrative Officer II	ADOF2-510332-2023	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Second Level Eligibility)	Zamboanguita
74	Administrative Officer II	ADOF2-510333-2023							


	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: ____
Department of Education			
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	11
<b>Parentetical Title</b>	Administrative Officer I	<b>Governance Level</b>	School
<b>Unit</b>	Elementary School	<b>Division</b>	
<b>Reports to</b>	School head and AO V for Administrative Services in the SDO	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Assistants/Aides in the School	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
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.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
<b>B. Preferred Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		



KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<p><b>Personnel Administration</b></p>	<p><b>Recruitment and Selection</b>                      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> <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> <p><b>Personnel Records</b></p> <ul style="list-style-type: none"> <li>a. Update regularly 201 files and maintain database of personal information 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/absence 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 personal 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> <p><b>Compensation and Benefits</b></p> <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, step increment, salary differentials, overtime pay, proportional vacation pay, etc)</li> <li>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li> <li>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li> </ul> <p><b>Other HR-related functions</b></p> <ul style="list-style-type: none"> <li>a. Update school personnel of the latest HR-related policies</li> <li>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li> <li>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> </ul>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>d. Prepare and submit HR-related reports to school head/HRMO</li> <li>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</li> <li>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.</li> </ul>
<b>Property Custodianship</b>	<ul style="list-style-type: none"> <li>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the schoolhead</li> <li>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</li> <li>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials</li> <li>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li> <li>e. Prepare and submit reports on all property accountability of the school.</li> </ul>
<b>General Administrative Support</b>	<ul style="list-style-type: none"> <li>a. Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers</li> <li>b. Assist the school planning team in the preparation of SIP/AIP</li> <li>c. Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc</li> <li>d. Perform other functions as may be assigned by the immediate supervisor.</li> </ul>

**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).**

	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Department of Education			
<b>Position Title</b>	Project Development Officer I	<b>Salary Grade</b>	11
<b>Parentetical Title</b>	None	<b>Governance Level</b>	School
<b>Unit</b>	Elementary School or Junior High School	<b>Division</b>	None
<b>Reports to</b>	School head	<b>Effectivity Date</b>	None
<b>Positions Supervised</b>	None	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

Key Result Areas	Duties and Responsibilities
<p><b>Program Management and Implementation</b></p>	<ol style="list-style-type: none"> <li>1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head:               <ol style="list-style-type: none"> <li>a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines</li> <li>b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar</li> <li>c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements</li> <li>d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation</li> <li>e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities</li> <li>f. Prepare and submit relevant reports</li> </ol> </li> <li>2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.</li> </ol>
<p><b>Program Coordination and Partnerships</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities</li> <li>2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs</li> <li>3. Prepare communications and correspondence to the concerned School stakeholders</li> </ol>
<p><b>Advocacy</b></p>	<ol style="list-style-type: none"> <li>1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs</li> </ol>
<p><b>Secondary Duties</b></p>	<ol style="list-style-type: none"> <li>1. As may be assigned by the Supervisor</li> </ol>

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/ Subcommittee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
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 but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
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 Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
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, such as but not limited to: 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:

\_\_\_\_\_ Human Resource (HR) Office / Subcommittee

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION ON AUTHENTICITY AND VERACITY**

I hereby certify that all information above are 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)lectronic 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.*



<b>Time Frame</b>	<b>Activity</b>	<b>Participants/ Committee In-Charge</b>
October 4, 2023	Dissemination of the vacancy for the position through Division Memorandum	HRMO
October 4-17, 2023	Registration of Applicants ( <a href="https://tinyurl.com/sdonegor-application-2023">https://tinyurl.com/sdonegor-application-2023</a> )	Interested Applicants
October 9-18, 2023	Acceptance of application letter and supporting documents	SDO Receiving Section/ negros.oriental@deped.gov. ph
October 19-27, 2023	Initial Evaluation of the Qualification of Applicants by the HRMO	HRMO
Nov 6 - Nov 21, 2023	Release of Notice to Qualified and Disqualified Applicants through email and Posting of the Initial Evaluation Results (IER) for 15 Calendar days	HRMO; HRMPSB Secretariat
Nov 27-29, 2023	Orientation of Applicants on the RSA Guidelines	HRMPSB & Applicants
Nov 27- Dec 8, 2023	Open Ranking/Assessment en banc of documents of qualified applicants	HRMPSB & Applicants
Nov 27- Dec 8, 2023	Conduct written exam and interview	HRMPSB & Applicants
December 18, 2023	Posting of Comparative Assessment Results (CAR)	HRMO

The above schedule is still tentative and is subject to change. Applicants are advised to check SDO Negros Oriental website ([depednegor.net](http://depednegor.net)) for updates on the schedule of activities.

[DATE]

**PERTINENT PAPERS  
OF**

***[NAME OF APPLICANT]***

***[POSITION APPLIED FOR]***

**APPLICATION CODE:**