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DIVISION MEMORANDUM
 No. 203, s. 2016

RECORDS SECTION

CONDUCTING DIVISION-WIDE OPEN RANKING FOR ADMINISTRATIVE OFFICER IV (Human Resource Management Officer (HRMO) and Schools Division Supply Officer)

To: Assistant Schools Division Superintendents
 Division Personnel Selection Board
 Chiefs, Supervisors and Specialists SGOD and CID
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned and Interested

1. The Schools Division Office (SDO) is pleased to announce the Division-Wide Open Ranking for Administrative Officer IV In-Charge in Human Resource Management Officer and Schools Division Supply Officer through the Division Personnel Selection Board (PSB) on the following schedules:

- | | | |
|---------------------------|--------------------------|---------------------|
| I. Pre-Ranking Conference | August 23, 2016, 9:00 AM | SDO Conference Hall |
| II. Open Ranking | August 25, 2016, 9:00 AM | SDO Conference Hall |

2. The qualification standards for the said position are as follows:

Position Title	SG	Qualifications			
		Education	Experience	Training	Eligibility
Administrative Officer IV	9	Bachelor's Degree	2 Years of Relevant Experience	8 hours of relevant training	Career (Professional) Level Eligibility Service Second

3. The specific guidelines for this purpose are as follows:

a. The submission of documents shall be on the date of the Open Ranking. All photocopied documents shall be verified from the original copies during the Open Ranking. **Applicants are accountable on their submitted papers.**

b. The ranklist shall be used both for promotion due to natural vacancy and extension positions.

4. The PSB shall be composed of the following:

Chairman	Ericson S. Sabacan, Ed.D.	OIG-ASDS
Regular Members:		
	Cesar C. Lopez	HRMO
	Orlando C. De Leon	Administrative Officer V
	Antonio U. Felix	President, Non-Teaching Personnel
		NE Chapter
Secretariat:	Neolito Aldama	

5. Immediate dissemination of the contents of this Memorandum is desired.

[Signature]

RONALDO A. POZON, Ph.D., CESO V
 Schools Division Superintendent

