



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



2024-04-24-0716

Office of the Schools Division
Superintendent

April 22, 2024

DIVISION MEMORANDUM
No. 325, s. 2024

STATUS OF HIRING OF ADMINISTRATIVE OFFICER II AND PROJECT DEVELOPMENT OFFICER I

To: HRMPSB Chairperson and Members
Administrative Officer V – Admin Section
Administrative Officer IV – HR Section
This Office

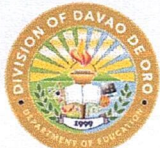
1) In consonance to the records on file of the Bureau of Human Resource and Organizational Development (BHROD) Central Office and Administrative Services Division DepED RO XI, herein are the data of the status of vacant items, to wit:

Division	Position	Authorized Items	Filled Items	Percentage Filled	Unfilled Items	Percentage Unfilled
Davao de Oro	Administrative Office II	120	93	77.5%	27	22.5%
	Project Development Officer I	6	0	0%	6	100%

2) Considering the presentation above, all concerned are hereby commissioned to take steps on the hereto follow points and shed light the undersigned on the actions made:

- 2.1 Go through with the HRMPSB process and determine the bottle neck;
- 2.2 Submit written report on the status of hiring on April 24, 2024; stating thereto explanation of not filling-up the vacancy as of this time;
- 2.3 All vacant items shall be filled-up on or before June 1, 2024 adhering to policy guidelines on the immediate removal of administrative tasks of public-school teachers, DO 002, s. 2024 dated January 26, 2024, enclosures item V.A.1

3) Compliance as to hiring procedures of the remaining vacant items shall be monitored by the Bureau of Human Resource and Organizational



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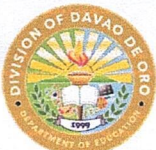
Development (BHROD) Central Office through Administrative Services Division
DepED RO XI.

- 4) Immediate dissemination of this memorandum is required.

CRISTY C. EPE, CESO V
Schools Division Superintendent

Encl.: As stated

FN: 2024Files.CID-MEMO-numberedmemo. SDS ASDS.DM Status of Hiring AO II and PDO I



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