



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

RELEASE
SDO-DAGUPAN
BY: [Signature]
DATE 7-29-2020
TRACKING NO. 1686

DIVISION MEMORANDUM

No. 093, s. 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officers
School Heads
Teachers and Non-Teaching Personnel
Others Concerned

DATE: July 28, 2020

SUBJECT: **SIXTEEN (16) VACANT ADMINISTRATIVE OFFICER II ITEMS IN THE ELEMENTARY SCHOOLS**

This Division hereby announces the vacancies for sixteen (16) newly created Administrative Officer II items in the Elementary Schools. The position shall perform functions related to human resource management and supply management equivalent to the responsibilities of Human Resource Management Officer I and Supply Officer I / Property Custodian.

Qualification Standards

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: CS Professional; Second Level Eligibility

Applicants are advised to refer to DepEd Order No. 66, s. 2007 for the criteria and bring their original documents during the interview.

Applicants shall submit one (1) folder (Photocopy) on or before **August 17, 2020** to the Division HR Office.

Immediate dissemination is hereby advised to all concerned.

RECEIVED
DATE 7/29/2020
TIME 10:15
REYNANTE B. INFANTE
OFFICER I

[Signature]
MARIA CELIA JUNIO-FERNANDEZ, EDD, MDM-SEC
Schools Division Superintendent




Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
	Administrative Officer II	Salary Grade	11
	Administrative Officer I	Governance Level	School
	Elementary School	Division	
	School head and AO V for Administrative Services in the SDO	Effectivity Date	
Supervised	Administrative Assistants/Aides in the School	Page/s	

JOB SUMMARY

is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel and property custodianship in the school.

QUALIFICATION STANDARDS

Prescribed Qualifications

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

Additional Qualifications

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

AREAS	DUTIES AND RESPONSIBILITIES
on	<p>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:</p> <ul style="list-style-type: none"> a. recruitment and selection of applicants in the school assigned 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 c. Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ul style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel 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 c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. 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. <p>Compensation and Benefits</p> <ul style="list-style-type: none"> 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) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ul style="list-style-type: none"> 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

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

2 and 5.3 of the **Department of Budget and Management (DBM) Budget Circular No. 2004-3 Conversion of Positions Staff/Non-Technical Functions** (copy attached, for ready reference), essentially provides that positions allocated to the new position **assigned any combination of the duties and responsibilities** of the previous position titles (including the AO II) such as AO I, Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and note that the scope of supervision and jurisdiction of an AO II at the school level is **determined by the duties and functions of the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School)**.