

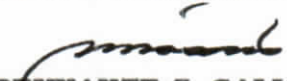


Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

MEMORANDUM

SDS - 2022 - 035

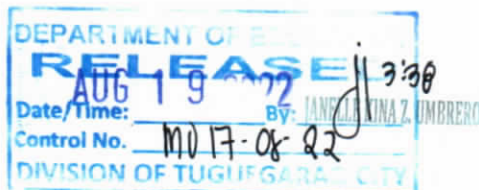
To: ALL SCHOOL HEADS
All Others Concerned

From: 
REYNANTE Z. CALIGUIRAN
Schools Division Superintendent
Office of the Schools Division Superintendent

Date:  August 19, 2022

Subject: **EXTENDING THE ACCEPTANCE OF APPLICATIONS FOR VACANT PERSONNEL OFFICER**

1. Be advised that this Office is extending the acceptance of applications for the vacant position of Personnel Officer until August 26, 2022.
2. This will give ample time for interested applicants to file their applications.
3. Preferably applicant has extensive knowledge on MS Teams Electronic Personnel Data Filing / Tracking System or any other systems related to Human Resource Management.
4. For immediate dissemination.



ASDS/MLL/pla



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
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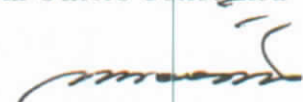


Republic of the Philippines
Department of Education
 Region II - Cagayan Valley
SCHOOLS DIVISION OF TUGUEGARAO CITY

MEMORANDUM

ADM-2022-007

To: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 All Public Elementary and Secondary School Principals/OICs
 Unit Heads
 All Others Concerned

From: 
 REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

Date: January 31, 2022

Subject: **ANNOUNCEMENT OF VACANCIES IN THE DEPED DIVISION OF TUGUEGARAO CITY**

1. The DepEd Division of Tuguegarao City is announcing the vacancy for the position, viz:

Position / / Item Number / SG / Salary	Qualification Standards (QS)				
	Education	Relevant Training	Relevant Experience	Eligibility	Assignment
Administrative Officer IV (Human Resource Management Officer II) / OSEC-DECSB-ADOF4-120010-2014 / SG 15 / P 35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	Personnel Unit, Schools Division Office of Tuguegarao City
Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120136-2017 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Tuguegarao East District

DEPARTMENT OF EDUCATION
RELEASED
 Date/Time: 02 FEB 2022 10:00
 Control No.: MWT-02-22
 DIVISION OF TUGUEGARAO CITY



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Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120010-2018 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Personnel Unit, Schools Division Office of Tuguegarao City
Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120009-2018 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Administrative Services, Schools Division Office of Tuguegarao City
Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120007-2018 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Personnel Unit, Schools Division Office of Tuguegarao City
Administrative Assistant III (Senior Bookkeeper) / OSEC-DECSB-ADAS3-120151-2014 / SG 9 / P 20,402.00	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Accounting Unit, Schools Division Office of Tuguegarao City
Administrative Assistant II (Disbursing Officer II) / OSEC-DECSB-ADAS2-120295-2016 / SG 8 / P 18,998.00	At least 2 years college level	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Linao National High School - Senior High School
Administrative Assistant II (Disbursing Officer II) / OSEC-DECSB-ADAS2-120297-2016 / SG 8 / P 18,998.00	At least 2 years college level	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Tuguegarao City Science High School - Senior High School
Administrative Assistant I (Accounting Machine Operator) / OSEC-DECSB-ADAS1-120066-2014 / SG 7 / P 17,899.00	At least 2 years college level	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Budget Unit, Schools Division Office of Tuguegarao City
Administrative Aide VI (Clerk III) / OSEC-DECSB-ADA6-120077-2014 / SG 6 / P 16,877.00	At least 2 years college level	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Curriculum Implementation Division, Schools Division Office of Tuguegarao City



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2. SDO Tuguegarao fully implements the Equal Employment Opportunity Policy, hence, interested applicants, regardless of age, sexual orientation, gender, disability, ethnicity, religion and political affiliation who meet the basic requirements may submit their application portfolio **through courier or hand in**, properly labeled and with tabs, in **two (2) copies**, addressed to: The Officer-In-Charge, Office of the Schools Division Superintendent, DepEd Division of Tuguegarao City, not later than **February 14, 2022 (Monday), 4:00pm** with the following order of supporting documents, viz:
 - a. Duly signed **Letter of Intent**;
 - b. **Personal Data Sheet (CS Form No. 212, Revised 2017)**, fully accomplished and duly subscribed with recent passport-sized picture and **Work Experience Sheet**. The format and/or copy of which can be downloaded at www.csc.gov.ph;
 - c. Photocopy of **Performance Ratings** for the last **three (3)** rating periods, from current/previous employer, if any;
 - d. Photocopy of Updated **Service Record/s and/or Certificate/s of Employment** from current/previous employer/s, if any;
 - e. Photocopy of **Transcript of Records (TOR)** – Bachelor's Degree and Post Graduate Studies, if any;
 - f. Photocopy of **Certificate/s of Eligibility/ Rating/ License**, if any;
 - g. Photocopy of **Certificates of Participation** to relevant trainings/ seminars attended **with supporting documents** (such as travel order and legal basis for the travel) **and not credited during the last promotion**, if any;
 - h. Photocopy of **Outstanding Accomplishments** as per **DepEd Order No. 66, s. 2007** and **Regional Policy Outlining the Internal Guidelines on Recruitment, Selection and Placement**, if any; and
 - i. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.
3. Items b to g are required to determine the qualification of an applicant per the minimum Qualification Standards set by the Department. Hence, the non-submission of any of these documents (**if required in the QS**) shall result to the outright disqualification of an applicant.
4. Copy of the Regional Policy Outlining the Internal Guidelines on Recruitment, Selection and Placement is herewith attached for your guidance.
5. For other concerns and assistance, you can reach the Personnel Unit, this Division, via cp number 0905-6501686.
6. Widest and immediate dissemination of this Memorandum is hereby enjoined.

PER/mfdm




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For Item #: ADOF4 - 120010 - 2014 (Item II)

Job Description – Ver. 2

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Officer IV	Salary Grade:	18
Parenthetical Title		Governance Level	Schools Division
Unit/Division	OSDS- Administrative Unit- Personnel Division	Office/Bureau/Service	
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised	Administrative Aide VI (Personnel Unit)	Page/s	
JOB SUMMARY			
To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
<p>RECRUITMENT, SELECTION AND PLACEMENT</p>	<ul style="list-style-type: none"> • Monitor and maintain list of current and future vacancies in the Schools Division based on retirement dates and inputs from HRD career planning and succession data so as to periodically apprise management of upcoming vacancies. • Announce vacancies to appropriate media pursuant to existing CSC rules and regulations and accept applications for vacant positions.. • Conduct initial evaluation of qualification of applicants and candidate for PSB deliberation. • Schedule applicants for interview by PSB and prepare supporting documents, data and materials needed in the selection process. • Supervise and participate in the preparation of short listed qualified applicants and the line-up of applicants in the PSB deliberation • Compute and analyze the results of the PSB deliberation for them to be able to submit the short list of candidates for selection, including the one recommended for the position • Posts list of newly appointed/promoted employees pursuant to existing rules and regulations • Process hiring requirements for newly appointed personnel. • Entertain queries and complaints on selection and appointments. <p>Act as member of PSB to provide guidelines and opinions on recruitment, selection and hiring of personnel</p>
<p>PERSONNEL ACTIONS</p>	<ul style="list-style-type: none"> • Process documents on personnel actions such as appointments, promotion, transfer, reclassification, separation, resignation and retirement and give copies to units and personnel concerned • .Conduct and coordinate orientation for newly-hired employees on personnel, salary and benefits related matter • Recommend actions to the SDS through the AOV to enforce personnel policies and regulations (e.g. reports of habitual absenteeism/tardiness) and prepares corresponding documents. • Recommend to the management actions to be taken regarding grievances in conformity with existing rules and regulations and prepared corresponding documents
<p>SALARY ADMINISTRATION AND PERSONNEL RECORDS</p>	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deduction for inclusion in the monthly payroll.

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) • Process and release special order for leaves, travel, transfers, reinstatements and non-compensatory time off of office personnel. • Review claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action. • Support the AOV in representing the SDO in personnel committees and provide the required assistance/documents needed in the implementation of compensation programs and practices
BENEFITS ADMINISTRATION	<ul style="list-style-type: none"> • Apply the latest issuances on personnel benefits and communicates them to employees • Compute vacation service credits of teachers for accrual of leaves. • Compute Proportional Vacation Pay (PVP) and process payroll of teachers for payment. • Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes • Processes application for monetization of leave credits • Acts on application on leaves (sick, vacation, study, scholarships and training) for approval of the SDS. • Process application for loans with GSIS, Pag-Ibig and private lending institutions.
PERSONNEL INFORMATION SYSTEM	<ul style="list-style-type: none"> • Maintain and update the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization. • Process applications for upgrading and reclassification of position to maintain the accuracy and relevance of the organization staffing pattern. • Maintain a complete and updated personnel records of SDO office personnel both in the HRIS and in the 201 file • Oversee the maintenance and updating of Human Resource Information Management System (HRIS) and generates reports on personnel data (from the HRIS) as requested for various human resource management and development decisions. • Oversee the maintenance of a complete and updated record of Employee Performance Rating both in the HRIS and 201 file of employees as reference for various human resource management and development decisions.

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Certify records of employment for specific purpose (employment, scholarships, loans, and benefits) • Verifies and submits to the CSC and the Ombudsman the duly accomplished SALN of all employees in the SDO.