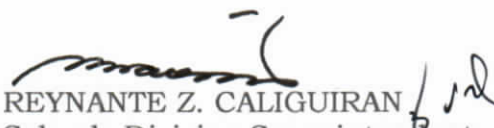




Republic of the Philippines  
**Department of Education**  
 Region II – Cagayan Valley  
**SCHOOLS DIVISION OF TUGUEGARAO CITY**

**MEMORANDUM**  
 ADM-2022- 037

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

From:   
 REYNANTE Z. CALIGUIRAN  
 Schools Division Superintendent

Date: November 4, 2022

Subject: **ANNOUNCEMENT OF VACANCIES IN THE DEPED DIVISION OF TUGUEGARAO CITY (ADMINISTRATIVE OFFICER II)**

- The DepEd Division of Tuguegarao City is announcing the vacancies for the positions, viz:

Position / SG / Salary	Qualification Standards			School Assignments
	Education	Relevant Training	Relevant Experience	
Administrative Officer II (Administrative Officer I) / SG 11 / 25,439.00	Bachelor's degree relevant to the job	None required	None required	Elementary Schools
<i>Note:            There are <b>NINE (9)</b> new Administrative Officer II positions for CY 2022</i>				

- 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



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
 Telephone Nos.: (078) 844-7925; (078) 377-8805  
 Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)  
 Website: [depedtuguegarao.net](http://depedtuguegarao.net)

Doc Code: <b>FM-ORD-003</b>	Rev: <b>001</b>
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Schools Division Superintendent, Deped Division of Tuguegarao City, not later than **November 18, 2022 (Friday), 5:00pm** 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](http://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 **Proofs of Outstanding Accomplishments** as per **DepEd Order No. 66, s. 2007**, and

**Regional Policy Outlining the Internal Guideline 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. Interested applicants should meet the minimum Qualification Standards set by the Department and the Civil Service Commission.
  4. The **Job Description** for the above vacancies and copy of the **Regional Policy Outlining the Internal Guideline on Recruitment, Selection, and Placement** are herewith attached for reference.
  5. Widest and immediate dissemination of this Memorandum is hereby enjoined.

PER/rga/mav




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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Personnel Administration</b>	<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> <ol 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> </ol> <p>Personnel Records</p> <ol 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> </ol> <p>Compensation and Benefits</p> <ol 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> </ol> <p>Other HR-related functions</p> <ol 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> </ol>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	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/Practice of Profession, Authority to Travel, and other school requests for school personnel.
<b>Property Custodianship</b>	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. 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.
<b>General Administrative Support</b>	a. Assist the school head 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 school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. d. Perform other functions as may be assigned by the School Head.
<b>Financial Management</b>	a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> <li>• Cash disbursement register</li> <li>• Authority to debit/credit account</li> <li>• Liquidation reports including supporting documents</li> </ul> b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d) Provide assistance to other financial-related task of the School Head. e) Perform other functions as may be assigned by the School Head.

**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).**

	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: ____
Department of Education			
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	<b>11</b>
<b>Parentetical Title</b>	Administrative Officer I	<b>Governance Level</b>	School
<b>Unit</b>	Elementary School or Junior High School	<b>Division</b>	
<b>Reports to</b>	School head	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Assistants/Aides in the School	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
<p>This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.</p>			
<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		