



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE


January 11, 2021

DIVISION MEMORANDUM
DM No. 010, s. 2021

**DEPLOYMENT OF THE ADMINISTRATIVE OFFICER II PERSONNEL FOR ELEMENTARY
SCHOOLS IN DEPED QUEZON**

To: OIC- Assistant Schools Division Superintendents, Chiefs, Unit Heads, Public Schools
District Supervisor, Elementary and Secondary School Heads, and All Other Concerned

1. Pursuant to DM-PHROD-2020-00235, this office announces the deployment of Administrative Officer II personnel for elementary schools in the Division of Quezon to augment the need for additional non-teaching personnel at the school level to address ancillary workload distribution in schools and to unload teachers from performing tasks outside the teaching and learning process.
2. The Administrative Officer II personnel shall perform functions related to human resource management and supply management. They will be assigned as shared services catering to DepEd district or a cluster of nearby schools without existing administrative items.
3. Attached herewith is the Job Description of Administrative Officer II position for your reference.
4. Immediate dissemination of this Memorandum is desired.

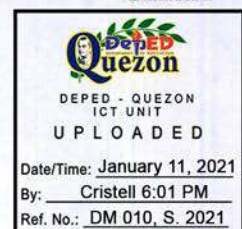

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OIC- Schools Division Superintendent


DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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 Department of Education	JOB DESCRIPTION		JD No. _____	Revision Code: ____
	Position Title	Administrative Officer II	Salary Grade	11
Parentetical Title	Administrative Officer I	Governance Level	School	
Unit	Elementary School	Division		
Reports to	School head and AO V for Administrative Services in the SDO	Effectivity Date		
Positions Supervised	Administrative Assistants/Aides in the School	Page/s		
JOB SUMMARY				
<p>This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.</p>				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelor's degree relevant to the job			
Experience	None required			
Eligibility	Career Service Professional (Second Level Eligibility)			
Trainings	None required			
B. Preferred Qualifications				
Education	Bachelor's degree relevant to the job			
Experience	None required			
Eligibility	Career Service Professional (Second Level Eligibility)			
Trainings	None required			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	<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"> 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> <ol 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> <ol 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> <ol 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

KEY RESULT 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.
Property Custodianship	<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.
General Administrative Support	<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.

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).**