



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF PAMPANGA

December 07, 2023

DIVISION MEMORANDUM
 NO. **650** __, s. 2023

VACANCY ANNOUNCEMENT: ADMINISTRATIVE OFFICER II POSITIONS

TO : SGOD and CID Chiefs
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce the recruitment, selection and hiring of Administrative Officer II positions, this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	December 19, 2023	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	December 21, 2023	8:00 a.m. – 5:00 p.m.	Attendees: HRMP SB Only
c. Online Interview, Examination and Open Ranking	TBA		

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
Administrative Officer II / SG-11	
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

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.

6. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** (non-teaching positions). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- a) Letter of intent addressed to the Schools Division Superintendent
- b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable



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- c) Photocopy of valid and updated PRC License/ID, if applicable
 - d) Photocopy of Certificate of Eligibility/Report of Rating, if applicable
 - e) Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
 - f) Photocopy of Certificate/s of Training, if applicable
 - g) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
 - h) Photocopy of latest appointment, if applicable
 - i) Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
 - j) Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
 - k) Other documents as may be required for comparative assessment, such as but not limited to:
 - k.a) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
 - k.b) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled
8. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
9. Attached is a copy of duties and responsibilities of the said positions.
10. Immediate dissemination of this Memorandum is desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Officer II	Salary Grade	11
Parenthetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to	School head	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 and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks 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
<p>Personnel Administration</p>	<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
	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.
Property Custodianship	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.
General Administrative Support	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.
Financial Management	a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents 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).**