



Republic of the Philippines  
Department of Education

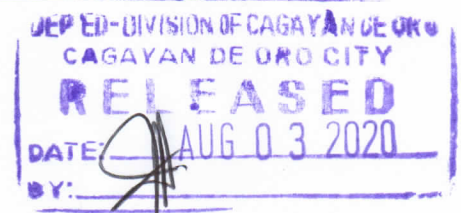
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

August 3, 2020

DIVISION MEMORANDUM

No. 318 s. 2020



**ANNOUNCEMENT AND POSTING OF VACANCIES**

To : Assistant Schools Division Superintendent  
Human Resource Merit Promotion and Selection Board (HRMPSB)  
Education Program Supervisors  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
All Other Concerned  
This Division

1. The field is hereby informed of the 38 vacant items of Administrative Officer II position.
2. Deadline for the submission of documents shall be on or before 5 o'clock of August 26, 2020. "NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE".
3. DepED ORDER No. 66, s. 2007 will be used as basis for document evaluation and interview.
4. This Office promotes the *Equal Employment Opportunity Principle* (EEO). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion and ethnicity.
5. Final Evaluation and Interview of applicants by the HRMPSB will be announced in a separate memorandum.
6. Please be guided accordingly.

**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048



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Department of Education

REGION X  
DIVISION OF CAGAYAN DE ORO CITY

August 3, 2020

## NOTICE OF VACANCY

<b>DIVISION:</b>	DepED Cagayan de Oro City
<b>DIVISION/UNIT:</b>	ELEMENTARY SCHOOL

### POSITION PROFILE

Position: Administrative Officer II	Salary Grade: 11 Annual Salary: 267,792.00
Item No: ADOF2-660001-2020 To 660038-2020	Benefits: Refer to the Summary of Compensation and other Benefits

### JOB DISCRPTION

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.

### QUALIFICATIONS

#### A. CSC Prescribed Qualifications

Education	Bachelor's degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (2 <sup>nd</sup> Level)
Trainings	None required

#### B. Preferred Qualifications


Education	
Experience	
Eligibility	
Trainings	

### APPLICATION PROCEDURE

- Submit the following documentary requirements in a clean, unmarked long brown envelope to the Receiving Section of DepEd Cagayan de Oro City on or **before 5:00 pm of August 26, 2020**. Kindly include the position with the corresponding office/unit you are applying for.
  - Letter of Intent (addressed to DR. CHERRY MAE L. LIMBACO, Schools Division Superintendent)
  - Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet.  
*You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personnel-data-sheet-revised-2017.html>*
  - Curriculum Vitae
  - One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained.
  - Photocopy of the latest Transcript of Records
  - Photocopy of the 3 Performance ratings for the last 3 rating periods
  - Certificates of relevant trainings and seminars attended
  - Certificates of outstanding accomplishments
  - Certificate of Employment
  - Omnibus Statement as to truthfulness, authenticity and veracity of documents submitted
- Applicants are expected to:
  - Bring all original documents for verification purposes;
- Shortlist of Qualified Applicants shall be posted on September 1, 2020
- Schedule for Examination and interview shall be announced.



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 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: ____
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	11
<b>Parentetical Title</b>	Administrative Officer I	<b>Governance Level</b>	School
<b>Unit</b>	Elementary School	<b>Division</b>	
<b>Reports to</b>	School head and AO V for Administrative Services in the SDO	<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 functions particularly on personnel administration and property custodianship 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		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Personnel Administration</b>	<p><b>Recruitment and Selection</b>  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><b>Personnel Records</b></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><b>Compensation and Benefits</b></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><b>Other HR-related functions</b></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 AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>d. Prepare and submit HR-related reports to school head/HRMO</li> <li>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</li> <li>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.</li> </ul>
<b>Property Custodianship</b>	<ul style="list-style-type: none"> <li>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the schoolhead</li> <li>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</li> <li>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials</li> <li>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li> <li>e. Prepare and submit reports on all property accountability of the school.</li> </ul>
<b>General Administrative Support</b>	<ul style="list-style-type: none"> <li>a. Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers</li> <li>b. Assist the school planning team in the preparation of SIP/AIP</li> <li>c. Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc</li> <li>d. Perform other functions as may be assigned by the immediate supervisor.</li> </ul>

**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).**