



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2023- *003*

To : **DANICA L. ACEDILLA**  
ADMINISTRATIVE OFFICER II

Subject : REASSIGNMENT ORDER TO PEDRO BASALAN ELEMENTARY  
SCHOOL

Date : January 3, 2023

In exigency of service and in adherence to the Division Office's direction towards efficient delivery of service, the undersigned hereby instructs you to report to Pedro Basalan Elementary School, covering the following Schools:

1. Pedro Basalan Elementary School
2. Balabag Elementary School
3. Damñas Elementary School
4. Dulangan Elementary School
5. Federico Alferez Elementary School
6. Mahayahay Elementary School
7. Ranao Elementary School
8. Ruparan Elementary School

As such, you are to perform the duties and functions stipulated in the compendium of Administrative Officer II, to wit;

**PERSONNEL ADMINISTRATION –  
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:

- 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 Personnel Records
- d. Update regularly 201 files and maintain database of personal information of school Personnel
- e. 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
- f. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)



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- g. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto
- h. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS
- i. Update vacation service/leave credits of school personnel and regularly communicate to all concerned
- j. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.
- k. 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.

**Compensation and Benefits**

- 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

**Other HR-related functions**

- 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 practiced. Prepare and submit HR-related reports to school head/HRMO
- d. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
- e. 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 CUSTODIAN -**

- 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



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- 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 related tasks

It is enjoined that you will conduct an inventory of the documents in your custody at the IT Section which shall be turned over to your Head of Section.

Upon assumption to duty you shall conduct target setting with your rater the School Head of your new Individual Performance Commitment and Review (IPCR).

This Reassignment Order shall take effect immediately and shall remain valid until revoked by the Schools Division Superintendent.

For immediate dissemination and strict compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

Conforme:

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Date

OSDS/PS/mfl

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
23-95947

DATE: JAN 09 2023 TIME: 10:48m

BY: \_\_\_\_\_



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