



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024-012

To : ADMINISTRATIVE OFFICER II,
 ADMINISTRATIVE ASSISTANT III AND
 ADMINISTRATIVE ASSISTANT II
 DEPLOYED IN SCHOOLS

Subject : Coordination Meeting in the crafting and submission of IPCR,
 DTR submission to the COA, schedule of verification for salary
 purposes
 and other Administrative Matters.

Date : 10 January 2024

In relation to your present deployment in schools, with or without clusters, you are hereby directed to attend on 12 January 2024 at 1:00 o'clock in the afternoon a coordination meeting with the Administrative Officer V at the Schools Division Office's Conference Room. The following agenda shall be discussed, to wit:

1. DepEd Order No. 2, s. 2015, titled: *"Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education."*
2. DM-PHROD-2020-00235, titled: *"Approval and Deployment of the Administrative Officer II Items for Elementary Schools."*
3. Schedule of verification of DTR relative to the preparation of salary.
4. Proper filing of DTR and attachments before its submission the Commission on Audit.
5. Administrative Matters.

For immediate dissemination and strict compliance.

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 24-11495

DATE: JAN 10 2024 TIME: 3:12pm

BY: _____

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D., CESO VI
 OIC - Schools Division Superintendent



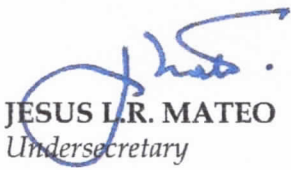


Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHROD-2020-00235

TO : All Regional Directors
All Schools Division Superintendents
RO-Personnel Section
SDO- Personnel Unit
All Others Concerned

FROM : 
JESUS L.R. MATEO
Undersecretary

SUBJECT : APPROVAL AND DEPLOYMENT OF THE ADMINISTRATIVE
OFFICER II ITEMS FOR ELEMENTARY SCHOOLS

DATE : 14 July 2020

1. The Department of Education (DepEd) recognizes the need for additional non-teaching personnel at the school level in order to address ancillary workload distribution in schools and to unload teachers from performing tasks outside the teaching and learning process. This is anchored on the preliminary results of the Teacher Workload Study, consistent with the findings of external studies, and further validated during the series of workshops on the School-centered Organizational Review and Alignment.
2. **The approved Administrative Officer II (AO II) position shall perform functions related to human resource management and supply management**, equivalent to the responsibilities of the parenthetical positions of Human Resource Management Officer I and Supply Officer I / Property Custodian. One (1) AO II item is intended for each medium, large and very large elementary school based on school level data of SY 2018-2019 when the proposal was prepared (Source: Planning Service).
3. In view of the limited AO II items approved for FY 2020 and in order to maximize the availability of the items, the Schools Division Superintendent (SDS) may deploy the AO II items allocated for their Schools Division Office (SDO) as shared services catering to a DepEd district or a cluster of nearby schools without existing administrative items. This may be applied for the first year of implementation or until such time that additional AO II items will be created. SDOs are reminded, however, to retain the original school assignment of the plantilla items in the Personal Services Itemization and Plantilla of Personnel (PSIPOP) for easier tracking and documentation.
4. Consistent with the Department of Budget and Management's (DBM) existing procedures on the creation of non-teaching positions for DepEd, the DBM Regional Offices (ROs) will



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issue the corresponding Notice of Organization, Staffing and Compensation Action (NOSCA) directly to DepEd SDOs based on the attached deployment list.

5. The Schools Division Offices (SDOs) may commence with the posting of vacancies, screening and selection of the qualified applicants as soon as the NOSCA has been issued by the DBM-RO. All are directed to strictly adhere to **DepEd Order No. 66 s. 2007** entitled "Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Personnel" and **DepEd Order No. 29 s. 2002** entitled "Merit Selection Plan of the Department of Education". Qualification Standards (QS) shall be in accordance with the Civil Service Commission's (CSC) prescribed qualification requirements for the position.
6. A report on the status of filling up the AO II items shall be submitted by the SDO to the respective regional office (RO) at the end of each quarter for monitoring purposes. The ROs shall consolidate the status reports and submit to the Bureau of Human Resource and Organizational Development – Personnel Division (BHROD-PD) through email at bhrod.pd@deped.gov.ph.
7. To ensure smooth implementation of these newly created items at the schools, the SDOs shall provide the following support to the schools:
 - a. Induction and onboarding sessions in the areas of Human Resource (HR) and Supply Management for those personnel to be hired;
 - b. Transition and turn over of documents and responsibilities under supervision of school heads or designated teachers; and
 - c. Provision of technical assistance from the SDO HR and Supply Officer in the delivery and performance of duties and responsibilities.
8. The following documents are attached in this memorandum for easy reference:
 - a. Annex A: Copy of the DBM Approval Letter on the creation of Administrative Officer (AO) II items for Schools dated June 03, 2020;
 - b. Annex B: Job Description of the AO II for Schools;
 - c. Annex C: Deployment Summary per region; and
 - d. Annex D: Complete Deployment List of the AO II Items for the Elementary Schools for FY 2020.

For further concerns and clarifications, please contact BHROD - Organization Effectiveness Division through email at bhrod.oed@deped.gov.ph or telephone at (02) 8633 5375.

Please be guided accordingly.

	JOB DESCRIPTION		JD No. _____	Revision Code: ____
Department of Education				
Position Title	Administrative Officer II	Salary Grade	11	
Parenthetical 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				
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.				
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> <ul 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> <ul 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> <ul 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> <ul 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).**