

2021-42945



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2021-11-668  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: NOV 23 2021 10:08  
BY: [Signature]

**DIVISION MEMORANDUM**  
No. 668, s. 2021

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM: **VICTORIA V. GAZO, PhD., CESO V**  
Schools Division Superintendent [Signature]

DATE: November 22, 2021

RE: **VIRTUAL ORIENTATION ON THE DUTIES AND RESPONSIBILITIES  
OF THE ADMINISTRATIVE OFFICER II (AOI)**

The field is hereby informed that there will be a conduct of virtual orientation for the Administrative Officer II (AOI) on their duties and responsibilities together with their respective School Heads. Further, CSC Bukidnon Field Office Director and GSIS Malaybalay Branch Manager are invited to speak on important matters related to government services.

- Enclosed are the following for guidance:
1. List of participants - AOII and School Heads (Annex A)
  2. Three (3) Day Orientation Program (Annex B)
  3. AO II Duties and Responsibilities (Annex C)

Provided is the link for the three (3) day orientation [meet.google.com/bfj-ibhv-bhf](https://meet.google.com/bfj-ibhv-bhf)

Queries relative to this can be channel to the Personnel Unit at 0907-688-9009.

Thank you.

Copy furnished:  
Records Unit  
Personnel Unit

List of Participants for the AO II Virtual Orientation  
November 24-26, 2021

<b>AO II</b>	<b>School Head</b>	<b>SCHOOL</b>
1 Balansag, Jeralyn G.	Arceno, Zelda T.	AVES
2 Conol, Archille B.	Ontoy, Teofilo Jr., L.	Bangcud Central School
3 Delos Reyes, Welrose A.	Sanmiguel, Vicente G.	Casisang Central Integrated School
4 Deximo, Don Uba.	Rojas, Amor Celeste P.	Can-ayan Integrated School
5 Evangelista, Rhyna Fe M	Ygonia, Josette S.	Dalwangan Elementary School
7 Fajardo, Dhairyl Jean C.	Gumayao, Mary Fe C.	Kalasungay Central School
8 Galorio, Celeste G.	Berondo, Alberto V.	San Martin Elementary School
9 Madronero, Clementina O.	Barcena, Ricky S.	BCT
	Gantalao, Arlene C	Casisang National High School
10 Medidas, Angelie Ann T.	Buhawe, Benjamin M.	Aglayan Central School
11 Miquiabas, Annabelle B.	Ama, Leny G.	Malaybalay City Central School
12 Nericoa, Janine M.	Perino, Genevieve P.	Sumpong Central School
13 Peñalosa, Cheryl Jane C.	Valde, Armand Anthony S.	San Jose Elementary School
14 Ramos, Godisa M.	Bongocan, Sharon Mae A.	Managok Central School
15 Dela Cerna, Monabeth P.	Reyes, Renato R.	Brgy. 9
	Olarte, Cosjulita K.	Natid-asan Elementary School
16 Bahian, Evangeline P.	Rojas, Sonny M.	Linabo Central School
17 Israel, Joe Randy H.	Pabillaran, Demie J.	Candiisan Integrated School
18 Garcia, Joseph L.	Crusio, Rulyn Z.	Capitan Angel Integrated School
19 Garces, Brayan B.	Ronoio, Noralyn P.	Sta. Ana Elementary School
20 Brigole, Ruel T..	Hisona, Noemi	Kilap-agan Integrated School
21 Lincasan, Bonna B.	Berial, Cythia T.	Patpat Elementary School
	Molina, Mylene Joy L.	New Ilocos Elementary School
	Villaflores, Jonathan	Damitan Elementary School
22 Bandong, Aprille Mae H.	Daga-ang, Jonathan T.	Macote Elementary School
	Maramba, Gemma A.	Macote National High School
23 Dayo, Irene Joy G.	Caballero, Nimfa A	Simaya Integrated School
24 Desalan, Jocardo B.	Okit, Janryl Louis	Tutubran Integrated School
25 Canson, Shella Novie A.	Tandog, Marylan G.	Magsaysay Integrated School
26 Bendijo, Alve Anne Christy A.	Bacang, Juan Jr.C17	Kibalabag Integrated School
27 Borres, Ness Viola M.	De la Cruz, Norven Sul Y.	Imbayao Elementary School
	Ongkiatco, Romulo L.	Imbayao National High School

### THREE (3) DAY VIRTUAL ORIENTATION PROGRAM OF THE NEWLY HIRED ADMINISTRATIVE OFFICER II (AOI) DEPLOYED IN SCHOOLS

NOVEMBER 24 - 26, 2021 AT 8:00AM-12:00NN AND 1:00PM-5:00PM

TIME @Day1	ACTIVITY	PERSON IN-CHARGE
7:30 AM – 8:00 AM	Registration (Google Forms)	Secretariat
8:15 AM – 9:00 AM	Opening Program National Anthem Invocation  Welcome Remarks  Introduction of Participants  Statement of Purpose  Message	Video clip presentation  Manuel D. Dinlayan II, DPA Administrative Officer V  Evelyn Joy V. Don Administrative Assistant III  Guia Ma G. Villahermosa Administrative Officer IV  Victoria V. Gazo, PhD, CESO V Schools Division Superintendent
9:00AM-9:30AM	Quality Policy Management System	Manuel D. Dinlayan II, DPA Administrative Officer V
9:30AM–10:00AM	Proper Filling-Up of Appointment Docs. and RSP Matters	Evelyn Joy V. Don - ADAS III Bonna Lincasan –AO II
10:00AM–10:30AM	ERF QS, Documents, and Process flow, and Monitoring for NOSI	Aprille Mae H. Bandong Administrative Officer II
10:30AM-11:00AM	Establishing and Updating of 201 Files	Jocardo B. Desalan Administrative Officer II
11:00AM-11:30NN	Establishing of Leave and Service Credit Ledgers	Ruel T. Brigole Administrative Officer II
11:30AM-12:00NN	Guidelines on the Grant of Service Credits	Anavella V. Rivera Administrative Aide
12:00NN-1:00PM	LUNCH BREAK	
1:00PM-1:30 PM	Verifying of Loans (GSIS, Pag-ibig)	Rufelia J. Limbengco Administrative Officer IV
1:30PM-2:00PM	Form 7 Preparation and Other Monetary Claim Benefits	Cheryl Jane C. Peñalosa Administrative Officer II

2:00PM-2:30PM	Other Benefit Claims	Novilyn G. Palma Administrative Officer II
2:30PM-3:00PM	Personnel Services' Documentary Requirements	Almira Nabor Administrative Aide
3:00PM-3:30PM	Other HR Related Functions	Guia Ma G. Villahermosa Administrative Officer IV
3:30PM-5:00PM	Open Forum	Sunshine C. Gamboa Administrative Assistant III

TIME @DAY2	ACTIVITY	PERSON IN-CHARGE
7:30 AM – 8:00 AM	Registration (Google Forms)	Secretariat
8:00AM–10:00AM	GSIS Matters and Financial Literacy	Erwin E. Casicas GSIS Branch Manager
10:00AM-10:30AM	Property Custodianship Part I	Evangeline P. Bahian Administrative Officer II
10:30AM-11:00AM	Property Custodianship Part II	Neil Mar B. Cruzado Administrative Assistant III
11:00AM-11:30AM	Property Custodianship Part III	King James T. Branzuela Administrative Aide VI
11:30AM-12:00NN	CAV of School Records	Florabelle R. Porras Administrative Officer IV
12:00AM-1:00PM	LUNCH BREAK	
1:00PM-1:30PM	Online CAV Pre-evaluation	Glaive May J. Dublas Administrative Aide VI
1:30PM-2:30PM	General Administrative Support functions	Manuel D. Dinlayan II, DPA Administrative Officer V
2:30PM-3:30PM	Financial Management Functions	Rhysa Cyle C. Rosalejos, CPA Administrative Assistant III
3:30 PM 5:00 PM	Open Forum	Sunshine C. Gamboa Administrative Assistant III


TIME @Day3	ACTIVITY	PERSON IN-CHARGE
7:30 AM – 8:00 AM	Registration (Google Forms)	Secretariat
8:00AM-8:30AM	Election of AOII Officers	Aprille Mae H. Bandong Administrative Officer II
9:00AM-12:00NN	Office Decorum	Lourdes B. Pelaez, CPA Director II Civil Service Commission
12:00NN-1:00PM	LUNCH BREAK	
1:00PM-4:00PM	Revised Guidelines on Leave Administration and Other Matters	Lourdes B. Pelaez, CPA Director II Civil Service Commission
4:00PM-4:30PM	Open Forum	Aprille Mae H. Bandong Administrative Officer II
4:30PM-4:45PM	Evaluation of Training Giving of Certificates	Bonna B. Lincasan Administrative Officer II
4:45PM 5:00PM	Closing Message	Darvy C. Daguimol Administrative Officer IV

#### Motivating Quotes:

"The expert in anything was once a beginner." – Unknown

"A new job is not a new beginning. It is a path to create a new ending." – Unknown

"Don't set compensation as a goal. Find work you like, and the compensation will follow." -- Harding Lawrence

	<b>JOB DESCRIPTION</b>		JD No. _____	Revision Code: _____
Department of Education				
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	11	
<b>Parenthetical Title</b>	Administrative Officer I	<b>Governance Level</b>	School	
<b>Unit</b>	Elementary School or Junior High School	<b>Division</b>		
<b>Reports to</b>	School head	<b>Effectivity Date</b>		
<b>Positions Supervised</b>	Administrative Assistants/Aides in the School	<b>Page/s</b>		
<b>JOB SUMMARY</b>				
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.				
<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>

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	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.
<b>Property Custodianship</b>	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.
<b>General Administrative Support</b>	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.
<b>Financial Management</b>	a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> <li>• Cash disbursement register</li> <li>• Authority to debit/credit account</li> <li>• Liquidation reports including supporting documents</li> </ul> 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).