



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

DM 2024-06-247

DEPED MALAYBALAY CITY DIVISION

RELEASE

R 14 JUN 2024 D

Date: _____

By: _____

June 14, 2024

DIVISION MEMORANDUM

No. 247, s. 2024

**ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION
 DOCUMENTS FOR ADMINISTRATIVE OFFICER II (AOI)**

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

1. This Office calls the submission of Applications for the vacant position in the Division Office on or before **June 26, 2024**. The ranking shall abide with the guidelines stipulated in DepED Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."

2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS for either education, experience, training or eligibility shall be automatically disqualified.

Plantilla Position	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
Administrative Officer II (AOI)	11	P27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Elementary and Secondary Schools

3. Attached are the duties and responsibilities of the vacant position which shall serve as reference in the exam to be conducted in evaluating the qualified applicants. The core behavioral competencies and skills that all employees in the Department are expected to possess are the following:

Core Behavioral Competencies: Self-Management, Professionalism and Ethics, Results Focus, Teamwork, Service Orientation and Innovation,

Core Skills: Oral Communication, Written Communication and Computer/ICT Skills



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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4. All applications must be submitted on or before the deadline of submission. Applicants who failed to submit the complete mandatory requirements (the documents listed from 'a' to 'j' in 'Annex C' of DepEd Order No. 7, s. 2023) shall not be included in the official pool of applicants. Enclosed herewith is Annex C to serve as reference for the documentary requirements to be prepared, for submission.

5. Interested qualified applicants are required to register, fill out necessary personal information and **upload scanned copies in PDF format** of all the necessary supporting documents through this link [_____](#). In the meantime, the link can only be accessed in the Division Office hence, applicants are advised to scan first their pertinent documents in PDF format before coming to the Division Office to do the creation of account and uploading of pertinent documents by 1:00 PM of **June 25, 2024**.

6. The following employees shall compose the Human Resource Merit Promotion and Selection Board (HRMPSB) and assist the Appointing Authority in evaluating all applicants and selecting the best candidate for the position.

Chairman: Ralph T. Quirog, Chief Education Supervisor, CID
Member: Lorenzo O. Capacio, Chief Education Supervisor, SGOD
Manuel D. Dinalayan, II, Administrative Officer V
Guia Ma. G. Villahermosa, Administrative Officer IV/HRMO IV
Rosie A. Salupado, EPS/ Representative Second Level

Secretariat: Gwendolyn G. Quirong, ADAS III/Personnel Unit
Anjelica L. Bahian, Admin. Aide VI/Administrative Services

7. The Human Resource Management Officer (HRMO) together with the HRMPSB is expected to ensure that vacancies are filled not later than August 1, 2024.

8. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

9. This Office directs the immediate dissemination and strict compliance of this Memorandum.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent ✓

Copy furnished:
Records Unit
Personnel Unit


TO BE POSTED ON THE WEBSITE



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 Department of Education	JOB DESCRIPTION	JD No _____	Revision Code: ____
Position Title	Administrative Officer II	Salary Grade	11
Paranthetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to	School head	Effectvity 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 and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks 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 AREAS	DUTIES AND RESPONSIBILITIES
Personnel Administration	<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 AREAS	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/Practice 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 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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).

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
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: 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			
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			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

Basic Documentary Requirement		Status of Submission (To be filled-out by the client; Check if submitted)
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office	
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet	
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 covering one (1) year performance in the last rating period/s prior to the assessment, 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:	
	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	
	A. Outstanding Employee Award a. Any issuance, memorandum or document showing the Criteria for the Search; b. Certificate of Recognition/Merit <i>*both MOVs should be present for point/s to be credited</i>	
	B. Research and Innovation a. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017 b. Accomplishment Report verified by the Head of Office c. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office d. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office e. Proof of citation by other researchers/ (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research <i>*at least MOVA should be present for point/s to be credited</i>	
	C. Subject Matter Expert/Membership in National TWGs or Committees a. Issuance or Memorandum showing the membership in NTWG or Committees; b. Certificate of Participation or Attendance; c. Output/ Adoption by the organization/DepEd <i>*At least MOVs A & B should be present for point/s to be credited</i>	
	D. Resource Speakership/Learning Facilitation a. Issuance/Memorandum/Invitation/Training Matrix b. Certificate of Recognition/ Merit/ Commendation/ Appreciation; c. Slide deck/s used and/or Session guide/s <i>*All MOVs should be present for point/s to be credited</i>	

<p>E. NEAP Accredited Learning Facilitator</p> <p>a. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office</p> <p>b. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office</p> <p><i>*Either of the MOV may be credited point/s</i></p>	
<p>Application of Education</p> <p>a. Action Plan approved by the Head of Office</p> <p>b. Accomplishment Report verified by the Head of Office</p> <p>c. Certification of the utilization/adoption signed by the Head of Office</p> <p><i>*At least MOV A should be present for point/s to be credited; That relevant to the position applied for will earn more score</i></p>	
<p>Application of Learning and Development (L&D)</p> <p>a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required</p> <p>b. Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;</p> <p>c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;</p> <p>d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level</p> <p><i>*At least MOVs A & B should be present for point/s to be credited; That relevant to the position applied for will earn more score</i></p>	
<p>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</p>	