



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES



June 24, 2024

DIVISION MEMORANDUM
 No. **311** s. 2024

**ACCEPTANCE OF APPLICATION AND ASSESSMENT
 FOR ADMINISTRATIVE OFFICER II POSITION**

TO: Assistant Schools Division Superintendent
 CID & SGOD Chief and Personnel
 OSDS Unit Heads and Personnel
 Elementary & Secondary School Heads
 All Others Concerned

- The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for Administrative Officer II positions **from June 24, 2024 until July 5, 2024**.
- The position profile and job description are shown in Enclosure No. 1. to this memorandum.
- Applicants are required to register in the link **<https://bit.ly/AO2OnlineRegistrationCTD>** and a printed copy of their registration must be included in their application documents. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office- Records Section on the set deadline will be considered as official applicants.
- All interested qualified applicants shall submit their documents at the Records Section in color **ORANGE folder**. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable) <i>The form may be downloaded at bit.ly/F212_PDS & bit.ly/WES_PDS</i>
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating (if applicable)
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating in the last rating period covering 1 year or 12 months performance in the current or previous job or position (for applicants with work experience relevant to Administrative Officer II position, if applicable).



San Roque, Virac, Catanduanes
 052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form <i>This form (Annex C) may be downloaded at bit.ly/Annex_C</i>
OTHER DOCUMENTS <i>(Please refer to DepEd Order No. 7, s. 2023 Enclosure No. 5 for the Means of Verification required)</i>	
K	Outstanding Accomplishment (if any) <ul style="list-style-type: none"> • Awards and Recognitions • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged) (if any) <ul style="list-style-type: none"> • Certification of General Weighted Average (GWA) in the highest academic/grade level earned as evidenced by the Transcript of Records/Diploma/Special Order from the Commission on Higher Education (CHED) or other certifications.
M	Application of Learning & Development (if any) <ul style="list-style-type: none"> • Certificate of Training that is aligned with the Individual Development Plan (External applicants must submit a certification from the HR of their current or previous employer stating that the L&D intervention is aligned with the tasks of the applicants) • Action Plan/Re-Entry Action Plan • Accomplishment Report with a certification that the L&D was used/adopted by the Office

5. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.

6. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

7. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
June 25, 2024 (10AM-11AM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hrmorsp.ctd@deped.gov.ph	HRMO	Interested Applicants



San Roque, Virac, Catanduanes
 052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

July 5, 2024 (8:00AM to 5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
July 8 to 12, 2024 (8:00AM to 5:00PM)	Initial evaluation of documents for Qualification Standards	Personnel Section	HRMO	
July 15, 2024 (8:00 AM to 5:00 PM)	Posting of the Initial Evaluation Review	Personnel Section	HRMO	
July 19, 2024 (9:00AM to 11:00AM)	Written Exam and Work Sample Test	SDO-Terrace	HRMPSB Secretariat	Interested Applicants
July 31 to August 2, 2024 (8:00AM-5:00PM)	Document Evaluation and Interview/Open Assessment	SDO Terrace	HRMPSB	Interested Applicants

8. The Criteria and Point System for Hiring and Promotion for Administrative Officer II per DepEd Order No. 7 s. 2024 are as follows:

Criteria	Points
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning & Development	10
Potential (Written Test, BEI, Work Sample Test)	20

9. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.

10. Applicants who fail to submit complete mandatory documents on **July 5, 2024** shall not be included in the pool of official applicants since no additional documents shall be accepted after the deadline.

11. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

12. Applicants will be notified through email on the Notice of Initial Evaluation Result whether Qualified or Disqualified.

13. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.



San Roque, Virao, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrepcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

14. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.

15. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

16. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.

17. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) are:

Chairperson	ASDS CECILE C. FERRO	
Members	Regular	Alternate
	SGOD Chief MARY JEAN S. ROMERO AO V EVA S. TOLENTINO HRMO MARICHELE B. LLAVE EPS AROLINE T. BORJA	CID Chief ROMEL G. PETAJEN AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR EPS AMELIA B. CABRERA

18. All expenses related to this activity shall be charged against local funds subject to relevant accounting and auditing rules and regulations.

19. For information, immediate and wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA CESO V.
 Schools Division Superintendent



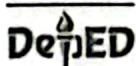


Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 1 to Division Memorandum No. 311 s. 2024

POSITION PROFILE

Position: ADMINISTRATIVE OFFICER II	Salary Grade: 11	Monthly Salary: Php 27,000.00
No. of Vacancies: Twenty Five (25)		
Place of Assignment/s:		
<ol style="list-style-type: none"> 1. Hinipaan & Mavil Elementary Schools/Bagamanoc North District 2. Guinsaanan & Puraran Elementary Schools/Baras North District 3. Libjo & Mintay Elementary Schools/Bato East District 4. Buenavista & Camburo Elementary Schools/Caramoran North District 5. Tubli & Panique Elementary Schools/Caramoran North District 6. Caramoran & Dariao Elementary Schools/Caramoran North District 7. Mabini & San Jose Elementary Schools/Caramoran North District 8. Tucao-Maysuram Elementary School/Caramoran North District 9. Bocon & Maui Elementary Schools/Caramoran South District 10. San Pedro & Biong Elementary Schools/Gigmoto District 11. Lourdes Elementary School/Pandan East District 12. Marambong & Tabugoc Central Elementary Schools/Pandan East District 13. Oga & Cobo Elementary Schools/Pandan West District 14. Tariwara & Bagawang Elementary Schools/Pandan West District 15. Cagdarao & Tibo Elementary Schools/Panganiban District 16. Mabini Elementary School/Panganiban District 17. Alinawan Elementary School/Panganiban District 18. Batong Paloway & Comagaycay Elementary Schools/San Andres East District 19. Hilawan & Barihay Elementary Schools/San Andres West District 20. Manambrag & Cabungahan Elementary Schools/San Andres West District 21. Codon & JMA Asgad Elementary Schools/San Andres West District 22. JMA Tucao & Tobrehon Elementary Schools/San Miguel North District 23. Begonia & Tambongon Central Elementary Schools/Viga East District 24. Almojuela & San Jose Elementary Schools/Viga West District 25. Pagsangahan Integrated School 		
QUALIFICATION STANDARDS		
Education	Bachelor's degree relevant to the job	
Experience	None Required	
Training	None Required	
Eligibility	Career Service Professional (Second Level Eligibility)	
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.		



San Roque, Virac, Catanduanes
 052-8114063



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

KEY RESULT AREA/S	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"> recruitment and selection of applicants in the school assigned 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 Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none"> Update regularly 201 files and maintain database of personal information of school personnel 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 Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS Update vacation service/leave credits of school personnel and regularly communicate to all concerned Maintain the confidentiality of personal information of school personnel to which he/she has legal access. 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"> 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) Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification 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"> Update school personnel of the latest HR-related policies Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.deped.gov.ph/catanduanes / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<p>d. Prepare and submit HR-related reports to school head/HRMO</p> <p>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</p> <p>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.</p>
Property Custodianship	<p>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.</p> <p>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</p> <p>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</p> <p>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</p> <p>e. Prepare and submit reports on all property accountability of the school.</p>
General Administrative Support	<p>a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.</p> <p>b. Assist the school planning team in the preparation of SIP/AIP.</p> <p>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</p> <p>d. Perform other functions as may be assigned by the School Head.</p>
Financial Management	<p>a) Assist the School Head on the preparation of the following documents such as but not limited to:</p> <ul style="list-style-type: none">• Cash disbursement register• Authority to debit/credit account• Liquidation reports including supporting documents <p>b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</p> <p>c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</p> <p>d) Provide assistance to other financial-related task of the School Head.</p> <p>e) Perform other functions as may be assigned by the School Head.</p>