



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

June 18, 2025

DIVISION MEMORANDUM
No. 577 s. 2025

**ACCEPTANCE OF APPLICATIONS AND ASSESSMENT FOR
ADMINISTRATIVE OFFICER II POSITIONS**

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

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for Administrative Officer II positions from June 18, 2025 until June 30, 2025 (11:00 AM).
2. The position profile and job description are shown in Enclosure No. 1 to this memorandum.
3. Applicants are required to register in the link <https://bit.ly/AO2AppRegForm> 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.
4. All interested qualified applicants shall submit their documents at the Records Section in color **YELLOW 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, sworn before any public officer authorized to administer oath and Work Experience Sheet (if applicable), download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
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
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)



San Roque, Virac, Catanduanes
052-8114063 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the date of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance rating (for applicants with work experience relevant to Administrative Officer II position)
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 (Annex C) sworn before any public officer authorized to administer oath <i>(This form may be downloaded @ 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 the 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. Applicants shall submit only one folder but may apply for more than one (1) position, provided that the school assignments are indicated in the application letter.
6. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.
7. 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.



San Roque, Virac, Catanduanes

052-8114063 / 09623505374

catanduanes@depd.gov.ph

www.depdrovcatanduanes.com / www.catanduanes.depd.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

8. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
June 19, 2025 (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
June 30, 2025 (8:00AM to 11:00AM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
July 1-4, 2025 (8:00AM to 5:00PM)	Initial evaluation of documents	Personnel Section	HRMO, HRMPSB Secretariat	
July 7, 2025 (8:00 AM to 5:00 PM)	Posting of Initial Evaluation Result	Personnel Section	HRMO, HRMPSB Secretariat	
July 8, 2025 (8:00AM to 5:00AM)	Written Examination & Work Sample Test	SDO-Terrace	HRMO, HRMPSB Secretariat	Interested Applicants
July 9, 2025 (8:00AM-5:00PM)	Document Evaluation and Interview	SDO Terrace	HRMPSB, HRMPSB Sub-Committee	Interested Applicants



San Roque, Virac, Catanduanes
052-8114063 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

9. The Criteria and Point System for Hiring and Promotion for Administrative Officer II per DepEd Order No. 7 s. 2023 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
Total	100

10. Only relevant Education, Training and Experience that exceeds the minimum 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.

11. Applicants who failed to submit complete mandatory documents on **June 30, 2025 until 11:00 AM** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

12. 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.

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

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

15. 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.

16. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in the 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."

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



San Roque, Virac, Catanduanes

052-8114063 / 09623505374

catanduanes@deped.gov.ph

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



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

18. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of the following:

Chairperson	OIC-ASDS DELFIN A. BONDAD	
Members	Regular	Alternate
	SGOD Chief ROMEL G. PETAJEN AO V EVA S. TOLENTINO HRMO MARICHELLE B. LLAVE Representative of accredited employee's association belonging to second level position School Head where the vacancy exist	EPS AROLINE T. BORJA AO IV CHERIE V. PEREZ

19. All expenses for this assessment shall be charged against local funds subject to relevant budgeting, accounting & auditing rules and regulations.

20. Immediate and wide dissemination of and compliance to this memorandum is expected.


CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes

052-8114063 / 09623505374

catanduanes@deped.gov.ph

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



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure No. 1 to Division Memorandum No. 517 s. 2025

POSITION PROFILE

Position Title: ADMINISTRATIVE OFFICER II	Salary Grade: 11	Monthly Salary: Php 30,024.00
1. Sagrada ES/Bagamanoc North	OSEC-DECSB-ADOF2-390300-2025	
2. Mavil ES & Hinipaan ES/ Bagamanoc North	OSEC-DECSB-ADOF2-390301-2025	
3. Bacak ES & Pangcayanan/ Bagamanoc South	OSEC-DECSB-ADOF2-390302-2025	
4. Suchan ES & Quigaray ES/Bagamanoc South	OSEC-DECSB-ADOF2-390303-2025	
5. Salvacion ES/Bagamanoc South	OSEC-DECSB-ADOF2-390304-2025	
6. Benticayan ES/Baras North	OSEC-DECSB-ADOF2-390305-2025	
7. Genitligan ES/Baras North	OSEC-DECSB-ADOF2-390306-2025	
8. Guinsaanan ES & Puraran ES/Baras North	OSEC-DECSB-ADOF2-390307-2025	
9. Abihao ES/ Baras South	OSEC-DECSB-ADOF2-390308-2025	
10. Caragumihan ES/Baras South	OSEC-DECSB-ADOF2-390309-2025	
11. Macutal ES/Baras South	OSEC-DECSB-ADOF2-390310-2025	
12. Moning ES & Baras Central ES/Baras South	OSEC-DECSB-ADOF2-390311-2025	
13. Tilod ES & Sta. Maria ES/Baras South	OSEC-DECSB-ADOF2-390312-2025	
14. Paniquihan ES/Baras South	OSEC-DECSB-ADOF2-390313-2025	
15. Putsan-Danao ES/Baras South	OSEC-DECSB-ADOF2-390314-2025	
16. Salvacion ES/Baras South	OSEC-DECSB-ADOF2-390315-2025	
17. Buenavista ES/ Bato East	OSEC-DECSB-ADOF2-390316-2025	
18. Bagumbayan ES/ Bato East	OSEC-DECSB-ADOF2-390317-2025	
19. Batalay ES/Bato East	OSEC-DECSB-ADOF2-390318-2025	
20. Cagraray ES/Bato East	OSEC-DECSB-ADOF2-390319-2025	
21. Carorian ES/Bato East	OSEC-DECSB-ADOF2-390320-2025	
22. Libjo ES & Mintay ES/Bato East	OSEC-DECSB-ADOF2-390321-2025	
23. Pananaogan ES/Bato East	OSEC-DECSB-ADOF2-390322-2025	
24. San Pedro ES/ Bato East	OSEC-DECSB-ADOF2-390323-2025	
25. San Roque ES/Bato East	OSEC-DECSB-ADOF2-390324-2025	
26. Oguis ES/Bato West	OSEC-DECSB-ADOF2-390325-2025	
27. Sibacungan ES/Bato West	OSEC-DECSB-ADOF2-390326-2025	
28. Buenavista & Camburo ES/Caramoran North	OSEC-DECSB-ADOF2-390327-2025	
29. Caramoran CES & Dariao ES/Caramoran North	OSEC-DECSB-ADOF2-390328-2025	
30. Mabini ES & San Jose Caramoran North	OSEC-DECSB-ADOF2-390329-2025	
31. Tubli ES & Panique ES/Caramoran North	OSEC-DECSB-ADOF2-390330-2025	
32. Tucao-Maysuram IS/Caramoran North	OSEC-DECSB-ADOF2-390331-2025	
33. Bocon ES & Maui ES/Caramoran South	OSEC-DECSB-ADOF2-390332-2025	
34. Guiamlong ES/Caramoran South	OSEC-DECSB-ADOF2-390333-2025	
35. Hitoma-Bulalacao ES/Caramoran South	OSEC-DECSB-ADOF2-390334-2025	
36. Inalmasinan ES/Caramoran South	OSEC-DECSB-ADOF2-390335-2025	



San Roque, Virac, Catanduanes

052-8114063 / 09623505374

catanduanes@depd.gov.ph

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



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

37. Iyao ES/Caramoran South	OSEC-DECSB-ADOF2-390336-2025
38. Obi IS/Caramoran South	OSEC-DECSB-ADOF2-390337-2025
39. Salvacion ES/Caramoran South	OSEC-DECSB-ADOF2-390338-2025
40. Supang ES/Caramoran South	OSEC-DECSB-ADOF2-390339-2025
41. San Pedro ES & Biong ES/Gigmoto	OSEC-DECSB-ADOF2-390340-2025
42. Sioron ES/Gigmoto	OSEC-DECSB-ADOF2-390341-2025
43. Baldoc IS/Pandan East	OSEC-DECSB-ADOF2-390342-2025
44. Jose O. Vera ES/Pandan East	OSEC-DECSB-ADOF2-390343-2025
45. Hiyop ES/Pandan East	OSEC-DECSB-ADOF2-390344-2025
46. Canlubi ES/Pandan East	OSEC-DECSB-ADOF2-390345-2025
47. Lourdes ES/Pandan East	OSEC-DECSB-ADOF2-390346-2025
48. Porot ES/Pandan East	OSEC-DECSB-ADOF2-390347-2025
49. San Isidro ES/Pandan East	OSEC-DECSB-ADOF2-390348-2025
50. Tabugoc CES & Marambong ES/Pandan East	OSEC-DECSB-ADOF2-390349-2025
51. Balagnonan ES & Caruyo ES/Pandan West	OSEC-DECSB-ADOF2-390350-2025
52. Lumabao ES/Pandan West	OSEC-DECSB-ADOF2-390351-2025
53. Oga ES/Pandan West	OSEC-DECSB-ADOF2-390352-2025
54. Pandan CES/Pandan West	OSEC-DECSB-ADOF2-390353-2025
55. Panuto ES/Pandan West	OSEC-DECSB-ADOF2-390354-2025
56. Sta. Cruz ES/Pandan West	OSEC-DECSB-ADOF2-390355-2025
57. San Rafael ES/Pandan West	OSEC-DECSB-ADOF2-390356-2025
58. Tariwara ES & Bagawang ES/Pandan West	OSEC-DECSB-ADOF2-390357-2025
59. Alinawan ES/Panganiban	OSEC-DECSB-ADOF2-390358-2025
60. Maculiw ES & Babaguan ES/Panganiban	OSEC-DECSB-ADOF2-390359-2025
61. Burabod ES/Panganiban	OSEC-DECSB-ADOF2-390360-2025
62. Cagdarao ES & Tibo ES/Panganiban	OSEC-DECSB-ADOF2-390361-2025
63. Mabini ES/Panganiban	OSEC-DECSB-ADOF2-390362-2025
64. Jose Rizal ES/San Andres East	OSEC-DECSB-ADOF2-390363-2025
65. Palawig ES/San Andres East	OSEC-DECSB-ADOF2-390364-2025
66. Yocti ES/San Andres East	OSEC-DECSB-ADOF2-390365-2025
67. Agojo ES/San Andres West	OSEC-DECSB-ADOF2-390366-2025
68. Codon ES & JMA Asgad ES/San Andres West	OSEC-DECSB-ADOF2-390367-2025
69. Datag ES/San Andres West	OSEC-DECSB-ADOF2-390368-2025
70. Hilawan ES & Barihay ES/San Andres West	OSEC-DECSB-ADOF2-390369-2025
71. Manambrag ES & Cabungahan ES/San Andres West	OSEC-DECSB-ADOF2-390370-2025
72. Puting Baybay ES/San Andres West	OSEC-DECSB-ADOF2-390371-2025
73. San Isidro ES/San Andres West	OSEC-DECSB-ADOF2-390372-2025
74. San Vicente ES/San Andres West	OSEC-DECSB-ADOF2-390373-2025
75. Tibang ES/San Andres West	OSEC-DECSB-ADOF2-390374-2025
76. Tominawog ES/San Andres West	OSEC-DECSB-ADOF2-390375-2025
77. Alma ES/San Miguel North	OSEC-DECSB-ADOF2-390376-2025
78. Balatohan ES & Pacogon ES/San Miguel North	OSEC-DECSB-ADOF2-390377-2025
79. Kilikilihan ES/San Miguel North	OSEC-DECSB-ADOF2-390378-2025



San Roque, Virac, Catanduanes

052-8114063 / 09623505374

catanduanes@deped.gov.ph

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



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

80. Paraiso-A ES/San Miguel North	OSEC-DECSB-ADOF2-390379-2025
81. Paraiso-B & San Marcos ES/San Miguel North	OSEC-DECSB-ADOF2-390380-2025
82. Siay ES/San Miguel North	OSEC-DECSB-ADOF2-390381-2025
83. Tobrehon ES & Tucao ES/San Miguel North	OSEC-DECSB-ADOF2-390382-2025
84. Buhi ES/San Miguel South	OSEC-DECSB-ADOF2-390383-2025
85. Katipunan ES/San Migeul South	OSEC-DECSB-ADOF2-390384-2025
86. Obo ES/San Miguel South	OSEC-DECSB-ADOF2-390385-2025
87. Pangilao ES/San Miguel South	OSEC-DECSB-ADOF2-390386-2025
88. Patagan ES & Dayawa ES/San Miguel South	OSEC-DECSB-ADOF2-390387-2025
89. San Juan ES/San Miguel South	OSEC-DECSB-ADOF2-390388-2025
90. Solong PS/San Miguel South	OSEC-DECSB-ADOF2-390389-2025
91. Buenavista ES/Viga East	OSEC-DECSB-ADOF2-390390-2025
92. Magsaysay ES & Batohonan ES/Viga East	OSEC-DECSB-ADOF2-390391-2025
93. Begonia ES & Quirino ES/Viga East	OSEC-DECSB-ADOF2-390392-2025
94. Soboc ES/Viga East	OSEC-DECSB-ADOF2-390393-2025
95. Tambongon ES/Viga East	OSEC-DECSB-ADOF2-390394-2025
96. Tinago ES/Viga East	OSEC-DECSB-ADOF2-390395-2025
97. Villa Aurora ES/Viga East	OSEC-DECSB-ADOF2-390396-2025
98. Ananong ES/Viga West	OSEC-DECSB-ADOF2-390397-2025
99. Mabini ES/Viga West	OSEC-DECSB-ADOF2-390398-2025
100. Del Pilar ES/Viga West	OSEC-DECSB-ADOF2-390399-2025
101. Ogbong ES/Viga West	OSEC-DECSB-ADOF2-390400-2025
102. Osmena ES/Viga West	OSEC-DECSB-ADOF2-390401-2025
103. P. Vera ES/Viga West	OSEC-DECSB-ADOF2-390402-2025
104. Rizal ES/Viga West	OSEC-DECSB-ADOF2-390403-2025
105. Roxas ES/Viga West	OSEC-DECSB-ADOF2-390404-2025
106. Sagrada ES/Viga West	OSEC-DECSB-ADOF2-390405-2025
107. San Jose & Almojuela ES/Viga West	OSEC-DECSB-ADOF2-390406-2025
108. San Roque ES/Viga West	OSEC-DECSB-ADOF2-390407-2025
109. Sta. Rosa ES/Viga West	OSEC-DECSB-ADOF2-390408-2025
110. Summit ES/Viga West	OSEC-DECSB-ADOF2-390409-2025
111. Dugui San Isidro ES/Virac North	OSEC-DECSB-ADOF2-390410-2025
112. Dugui Wala ES/Virac North	OSEC-DECSB-ADOF2-390411-2025
113. Simamla ES/Virac North	OSEC-DECSB-ADOF2-390412-2025
114. Sogod-Simamla ES/Virac North	OSEC-DECSB-ADOF2-390413-2025
115. Batag ES/Virac South	OSEC-DECSB-ADOF2-390414-2025
116. Buenavista ES/Virac South	OSEC-DECSB-ADOF2-390415-2025
117. Calampong ES/Virac South	OSEC-DECSB-ADOF2-390416-2025
118. Palta Saday ES/Virac South	OSEC-DECSB-ADOF2-390417-2025
119. Talisoy ES / Virac South	OSEC-DECSB-ADOF2-390418-2025
120. Agban National High School	OSEC-DECSB-ADOF2-390419-2025
121. Antipolo National High School	OSEC-DECSB-ADOF2-390420-2025
122. Bote Integrated School	OSEC-DECSB-ADOF2-390421-2025
123. Bugao National High School	OSEC-DECSB-ADOF2-390422-2025
124. Cabcab National High School	OSEC-DECSB-ADOF2-390424-2025
125. Codon National High School	OSEC-DECSB-ADOF2-390426-2025



San Roque, Virac, Catanduanes

052-8114063 / 09623505374

catanduanes@deped.gov.ph

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



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

127. Dororian National High School	OSEC-DECSB-ADOF2-390428-2025
128. Hawan National High School	OSEC-DECSB-ADOF2-390429-2025
129. Magnesia National High School	OSEC-DECSB-ADOF2-390431-2025
130. Manambrag National High School	OSEC-DECSB-ADOF2-390432-2025
131. Mayngaway National High School	OSEC-DECSB-ADOF2-390433-2025
132. Palta National High School	OSEC-DECSB-ADOF2-390435-2025
133. Panganiban National High School	OSEC-DECSB-ADOF2-390437-2025
134. Mabato National High School	OSEC-DECSB-ADOF2-390442-2025
135. San Vicente National High School	OSEC-DECSB-ADOF2-390441-2025
136. Sicmil Integrated School	OSEC-DECSB-ADOF2-390438-2025
137. Tambongon National High School	OSEC-DECSB-ADOF2-390439-2025
138. Tinago National High School	OSEC-DECSB-ADOF2-390440-2025
139. Tubli National High School	OSEC-DECSB-ADOF2-390423-2025
140. Cobo Integrated School	OSEC-DECSB-ADOF2-390425-2025
141. Milaviga Integrated School	OSEC-DECSB-ADOF2-390434-2025
142. Lictin Integrated School	OSEC-DECSB-ADOF2-390430-2025
143. Palumbanes Integrated School	OSEC-DECSB-ADOF2-390436-2025

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.

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 / 09623505374

catanduanes@deped.gov.ph

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



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

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/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.