

**Department of Education**  
**REGION V**  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

BY: \_\_\_\_\_  
 DATE: AUG 07 2020 10:37

August 4, 2020

**MEMORANDUM**  
 OSDS-UM-08-04-20/MBL

**TO:** Asst. Schools Division Superintendent  
 Division & Section Heads  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Elementary & Secondary School Heads  
 Teaching & Non-Teaching Personnel  
 All Other Concerned

This Office hereby announces the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 66, s. 2007 and DepEd Order No. 42, s. 2007:

1. Administrative Officer II - OSDS-Elementary Schools
2. Administrative Assistant II - Senior High School
3. Head Teacher I - Cobo National High School

Criteria	Non-Teaching (Level 2)	Non-Teaching (Level 1)	School Head (Level 2)
Performance Rating for the last 3 rating period	30	35	30
Experience	10	5	10
Outstanding Accomplishments	20	5	30
Education	15	10	10
Training	10	10	10
Potential	10	20	5
Psychosocial Attributes & Personality Traits	5	15	5

The Qualification Standards are as follows: (References: CSC MC No. 10 s. 2005; DepEd Order No. 39, s. 2007).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Officer II	11	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility
Administrative Assistant II	8	1	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility
Head Teacher I	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Teacher In Charge for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)



**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.

**DUTIES AND RESPONSIBILITIES:**

**1. PERSONNEL ADMINISTRATION**

Recruitment and Selection

Provide human resources management support to the school head and coordinate with Administrative Officer IV (HRMO) of the Schools Division Office in the following HR-related functions:

- 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

Personnel Records

- 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 leave 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.

Compensation and Benefits

- 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 endorsement by the school head to the SDO

Other HR-related functions

- Update school personnel of the latest HR-related policies
- Develop and present to the school head/HRMO innovates 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
- Prepare and submit HR-related reports to school head/HRMO
- Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
- Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel

**2. PROPERTY CUSTODIANSHIP**

- Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head
- Ensure that supplies, materials, equipment, textbooks and other learning resource materials are stored properly in a secured facility
- Keep an updated inventory of all supplies, materials, equipment, textbooks and other learning resource materials
- Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school
- Prepare and submit reports on all property accountability of the school

**3. GENERAL ADMINISTRATIVE SUPPORT**

- Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers
- Assist the school planning team in the preparation of SIP/SAP
- Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc
- Perform other functions as may be assigned by the immediate supervisor.



### **ADMINISTRATIVE ASSISTANT II (Senior High School)**

- Provide administrative and clerical support to his/her supervisor;
- May be designated to assist either the Principal/School Head or any of the Assistant Principals;
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

### **HEAD TEACHER I**

1. Supports School-Based Management (SBM)
2. Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)
3. Ensures adherence to DepEd Orders and other issuances
4. Assists in maintaining the school BEIS
5. Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card
6. Assists in implementing programs of the school
7. Assists in working for possible accreditation
8. Monitors the teaching-learning process
9. Evaluates learning outcomes
10. Recommends changes in policies affecting curriculum and instruction
11. Implements innovations and alternative delivery schemes
12. Localizes/indigenizes curriculum
13. Prepares specific budget and accounts for funds received
14. Maximizes the use of textbooks, references and other instructional materials
15. Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials
16. Coordinates with stakeholders on resource generation and mobilization
17. Motivates and supports teachers to attain peak performance through awards, recognition and incentives
18. Monitors teachers
19. Recommends staffing requirements and assists in the selection and hiring of teachers
20. Conducts department-based training as a result of training needs analysis
21. Evaluate performance of teachers
22. Promotes harmonious working relationship among teachers
23. Promotes the corporate image of the Department of Education
24. Recommends promotion of teaching and non-teaching personnel
25. Establishes and ensures support and cooperation of stakeholders
26. Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies
27. Proposes plans and implements SB INSET
28. Prepares and submits monthly supervisory/accomplishment report

*fm*



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, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle, merit, fitness for the job and equal opportunity."

Applicants should prepare two (2) folders with the following documents:

**1st Folder (with labels/tabings)**

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized
3. Transcript of Records/Special Order
4. Updated Service Records or Certificate of Employment
5. Latest Appointment
6. Certificate of relevant trainings/seminars attended
7. Certificate of Eligibility/Board Rating

**2nd Folder (with labels/tabings)**

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records or Certificate of Employment
6. License/ Board Rating or Certificate of Eligibility
7. Certification of Performance Rating for the last 3 years signed by the Immediate Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. Other documents relevant to the position applied for

**First and second folders** must be sealed in an envelope (with name, contact number and position applied for) and should be stamped "Received" at the Records Section and submit to the Office of the Asst. Schools Division Superintendent not later than **August 17, 2020**. **No application documents will be accepted after the deadline. Applicants are advised to bring their original documents on the day of evaluation.**

Schedule of evaluation will be announced in a separate memorandum.

For wide dissemination and guidance.

**DANILO E. DESPI**  
Schools Division Superintendent