



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

10 MAR 2023

DIVISION MEMORANDUM

No. 12 s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS FOR  
 ADMINISTRATIVE OFFICER II**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Public Elementary and Secondary Schools  
 Heads, Unit/Section  
 All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for Administrative Officer II. All qualified and interested applicants are requested to submit their pertinent documents on or before **MARCH 20, 2023** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 66, s. 2007** – Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions and the **Regional Memorandum No. 434 s. 2017** – Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007 shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Administrative Officer II	SG 11	1	Elementary School



Brgy. Potoi, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>

2. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualification				
Education	Trainings	Experience	Eligibility	Competency Requirement
Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	Self Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

3. Duties and Responsibilities (see attached files)

4. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the Schools Division Superintendent, NATIVIDAD P. BAYUBAY, CESO VI.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
3. Photocopy of duly signed Performance rating in the present position for the last 3 rating periods
4. Photocopy of updated Service Record
5. Photocopy of Certificate of Employment with brief description of duties and responsibilities
6. Photocopy of authenticated CSC Certification of Eligibility/ Photocopy of updated PRC ID License (must be Certified True Copy by the PRC)
7. Photocopy of Authenticated Transcript of Records and Certification of Complete Academic Requirements (if applicable)
8. Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants)
9. Certificate of Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:
  - a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
  - b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
10. Latest approved appointment (if any);
11. Outstanding Accomplishment (if any);
  - a. Outstanding Employee Award



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- b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
- c. Research and Development Projects
- d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
- e. Publication/Authorship

Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

5. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made after the due date will not be accepted, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.
6. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**
7. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	March 20, 2023
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	March 22, 2023
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	March 24, 2023
Written and Oral Communication Test of applicants  Evaluation of documents and interview of applicants	SDO Conference Room	March 28, 2023
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		March 29, 2023
Submission of Comparative Assessment Result (CAR) to the office of the SDS	Office of the SDS	March 30, 2023

Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	March 31, 2023

8. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at [hr@depedtayabas.com](mailto:hr@depedtayabas.com).

9. Wide and immediate dissemination of this memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent



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**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER II**

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>recruitment and selection of applicants in the school assigned</li> <li>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>Prepare ERF of qualified teachers and submit to SDO for processing</li> </ol> <p><b>Personnel Records</b>  <ol style="list-style-type: none"> <li>Update regularly 201 files and maintain database of personal information of school personnel</li> <li>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>Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li> <li>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>  <ol style="list-style-type: none"> <li>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> </ol> </p> </p>

	<p>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</p> <p>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</p> <p><b>Other HR-related functions</b></p> <p>a. Update school personnel of the latest HR-related policies</p> <p>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</p> <p>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</p> <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>
<b>Property Custodianship</b>	<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>
<b>General Administrative Support</b>	<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>
<b>Financial Management</b>	<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"><li>• Cash disbursement register</li><li>• Authority to debit/credit account</li><li>• Liquidation reports including supporting documents</li></ul> <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. e) Perform other functions as may be assigned by the School Head</p>