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

June 30, 2021

DIVISION MEMORANDUM
No. 273 s. 2021

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

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

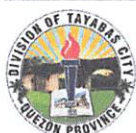
1. This Office announces to the field the division-wide recruitment and selection of applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.

Position	Salary Grade	No. of Position	Work Assignment
Administrative Officer II	11	1	Elementary School

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

Position	Education	Experience	Training	Eligibility	Competency Requirement
Administrative Officer II	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, Computer Literate , Oral and Written communication

3. Duties and Responsibilities (see attached files)



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4. Interested qualified applicants are advised to register at <https://bitly/2RuX3vR> and submit the following documents (photocopy) **properly labelled, with ear tag** per criterion:

1. Application letter addressed to the Schools Division Superintendent
2. Two (2) copies of computerized CSC Form 212 revised 2017 (Personal Data Sheet)
3. Performance Rating in the last 3 years rating period (if applicable)
4. Certificate of Employment and or/Service Record
5. Authenticated Certificate of Board Rating/Eligibility
6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
7. Certificate of Trainings for the last three (3) years or after the recent promotion.
8. Latest approved appointment
9. Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant.

10. Required documents for evaluation as stipulated in the DO # 66, s. 2007 other Teaching, Related Teaching and Non-Teaching Positions.

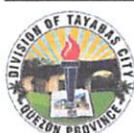
11. Outstanding Accomplishment

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. Applicants must ensure that their documents are accurate, complete, and are submitted on time. **Late** documents and/or **Incomplete** documents shall not be accepted. No retrieval and no submission of additional documents shall be allowed once **"Received"** by the office.

6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	July 16, 2021
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	July 19-20, 2021
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	July 21, 2021
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)	SDO Conference Hall	July 22-23, 2021
Conduct of Background Investigation		
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	July 27, 2021
Posting of Results	SDO Bulletin Board and 2 conspicuous places	July 29, 2021



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7. Applicants are requested to be physically present during the evaluation and interview and virtual selection shall be done to those applicants who cannot attend physically. For queries and clarification please contact Ms. Ferex O. Zafranco @ 09286865373.

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


GERLIE M. ILAGAN, CESO VI
OIC - Schools Division Superintendent



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Duties and Responsibilities of Administrative Officer II (Elementary)

Personnel Administration

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:

- 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

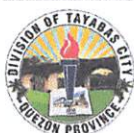
- Update regularly 201 files and maintain database of personal information of school personnel
- Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated
- Consolidate daily time record (DTR) 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 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.

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 indorsement 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 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



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- 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

- 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

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/AIP
- 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



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