



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

15 JAN 2020

DIVISION MEMORANDUM
No. 016 s. 2020

**CORRIGENDUM TO DIVISION MEMORANDUM RE: RECRUITMENT AND
SELECTION OF APPLICANTS FOR ADMINISTRATIVE OFFICER II (HUMAN
RESOURCE OFFICER I)**

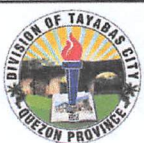
To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to DepEd Memorandum DM-PFO-2020-00003 re: Deployment and Filling Up of the 245 Newly-Created Administrative Officer II (Human Resource Officer I) Items, changes in timeline for the recruitment and selection are as follows:

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Unit/Receiving Section	January 24, 2020 8:00 AM to 5:00PM
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	January 27-28, 2020
Submission of QS Evaluation to the HRMPBSB for deliberation	Office of the ASDS	January 29, 2020
HRMPBSB deliberation and preparation of Comparative Assessment Results CAR)	Office of the ASDS	February 3-4, 2020
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	February 5, 2020
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	February 6, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	

2. Widest dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2020-00003

TO: All Regional Directors
All Schools Division Superintendents
CO-Personnel Division
CO-Accounting Division
All Others Concerned

FROM: JESUS L.R. MATEO
Undersecretary

SUBJECT: DEPLOYMENT AND FILLING UP OF THE 245 NEWLY-CREATED ADMINISTRATIVE OFFICER II (HUMAN RESOURCE OFFICER II) ITEMS

DATE: 02 January 2020

1. The Department of Education (DepEd) recognizes the need for effective and efficient delivery and utilization of the department's financial and human resources. In this regard, the DepEd requested for the creation of ADMINISTRATIVE OFFICER II positions, with Salary Grade (SG) 11.
2. The Department of Budget and Management (DBM) in its letter dated November 15, 2019, copy attached, has approved the creation of TWO HUNDRED FORTY FIVE (245) ADMINISTRATIVE OFFICER II (Human Resource Officer II), to be deployed at the Schools Division Offices-Personnel Unit, Regional Offices-Personnel Section, Central Office-Personnel Division and Accounting Division, the allocation of which is detailed in the letter and enclosure to this Memorandum.
3. Consistent with the existing procedure on the creation of non-teaching positions for DepEd, the DBM Regional Offices (ROs) and the Organization, Position Classification and Compensation Bureau (OPCCB) will issue the corresponding Notice of Organization and Compensation Action (NOSCA) directly to DepEd SDOs, ROs, and CO.
4. Specified in the table below is the work station, allocation, and the duties and responsibilities of AO II (HRMO II) items:

Office Assignment	No. of Items Allocated	General Duties and Responsibilities
SDO-Personnel Unit	One (1) AO II item for Small, Medium and Large SDOs	1. Handle special payroll services;
	Two (2) AO II items for Very Large SDOs	2. In collaboration with the Administrative Officer IV (Human Resource Management Officer II),

BHRMO-OED/Rickson

Office Assignment	No. of Items Allocated	General Duties and Responsibilities
		monitor and prepare report on filled and unfilled teaching and non-teaching items within the SDO
RO-Personnel Section	One (1) AO II item for Small and Medium ROs	<ol style="list-style-type: none"> 1. Alignment of payroll management and report consolidation; 2. In collaboration with the AO IV (HRMO II) at the SDOs, monitor and prepare report on filled and unfilled teaching and non-teaching items within the RO
	Two (2) AO II items for Large ROs	
CO-Personnel Division	Four (4) AO II items	<ol style="list-style-type: none"> 1. Take charge of agency-wide management and maintenance of the DepEd Payroll System; 2. In collaboration with HRMOs DepEd-wide, monitor and prepare report on filled and unfilled teaching and non-teaching items; 3. Regular collaboration with the Information and Communications Technology Service (ICTS) in addressing system design and requirements; and 4. Provision of capacity-building and technical assistance to all implementing offices and conduct of all operational processes and regulations.
CO-Accounting Division	Two (2) AO II items	<ol style="list-style-type: none"> 1. Responsible for addressing all payroll-related concerns and inquiries; and 2. Ensure compliance with the accounting and auditing processes and regulations.

5. The concerned offices may now commence with the posting, screening, and selection of the qualified applicants. All are directed to strictly adhere to current existing hiring guidelines of the Department. Qualification Standards (QS) shall be in accordance with the Civil Service Commission's (CSC) prescribed qualification requirements for the position.
6. The report on the status of filling up AO II items for both SDOs and ROs shall be consolidated by DepEd ROs to be submitted to the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) by March 2020.

For any inquiries/concerns, you may contact the BHROD-OED at telephone number (02) 86335375.

For information and strict compliance.