



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

August 14, 2024

DIVISIONAL MEMORANDUM

No. 229, s. 2024

**NEW ASSIGNMENT OF SCHOOL-BASED
ADMINISTRATIVE OFFICER II**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Personnel
This Division

1. The field is hereby informed on the school assignment of school-based Administrative Officer II effective August 16, 2024 as attached (Annex A).
2. All concerned AO II shall properly turn over supplies, materials, documents and system password of their former school assignment before reporting to their new station and submit School Clearance to the Personnel section of this Office.
3. All elementary and secondary school heads shall oversee and ensure that their respective Administrative Officer II are performing their duties and responsibilities. The KRA's given (Annex B) will be the basis for the performance rating of the AO II and will be indicated in their IPCRF.
4. For strict compliance and wide dissemination.

NIMFA R. LAGO, PhD., CESO VI

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




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ANNEX A

Name of AO II	School Assignment
Abegail M. Yoldan	Catadman Elementary School
Adrian L. Sayson	San Antonio Elementary School Bacolod Elementary School
Analyn P. Gerondio	Felipe Carreon Central School
April Joy G. Bolanio	Sancho Capa Integrated School
April Rose R. Ylanan	Malaubang Integrated School
Brenda O. Acierto	Ozamiz City Central School
Glaiza D. Fiel	Narciso B. Ledesma Central School
Jelyn B. Ostia	Domingo A. Barloa Integrated School Embargo Elementary School
Jene S. Guangco	Bongbong Elementary School Pulot Elementary School
Joar G. Hermosisima	Labinay National High School
Lyn B. Paez	Maningcol Central School
Maria Elena L. Guangco	Misamis Annex Integrated School
Marilou J. Alcido	Gango Elementary School
Marissa E. Alamin	Labo Central School Labo National High School
Mary Grace P. Gomomit	Doña Consuelo Elementary School
Richard M. Macasarte	Baybay Central School Santa Cruz Elementary School
Sharon Z. Galay	Faustino C. Decena Elementary School
Snooky L. Almoite	Andrea D. Costonera Elementary School
Nine Mar A. Gacasan	Cogon Integrated School Juan A. Acapulco Elementary School
Claudia Faith B. Navarez	Jose Lim Ho National High School
Nellie P. Sebarios	San Antonio National High School
Ethel R. Manuel	Gregorio A. Saquin Elementary School Diego Tuastomban Elementary School
Lorena G. Abcede	Maximino S. Laurete Sr. Central School Antero D. Hinagdanan Elementary School
Charity O. Baguio	Pulot National High School
Joffy Sandrey O. Laroya	Cruz Lanzado Saligan Integrated School Balintawak Elementary School
Teresita L. Pagador	Labinay Elementary School Sinusa Integrated School
John Rey B. Siso	Pershing Tan Queto, Sr. Elementary School Antero U. Roa Central School
Genie Vah C. Lagoc	Roman E. Mabanag, Sr. Elementary School Dalapang Elementary School
Bebe Jay P. Pabriga	Gala National High School Gala Elementary School
Louie J. Moreno	Jacinto Nemen Integrated School
Gerfe M. Ada	Marcelino C. Regis Integrated School
Susith L. Luna	Sangay Integrated School Mintalar Elementary School
Dinalyn A. Ramayrat	Dimaluna Integrated School
Ryan Mark O. Origenes	Guingona Integrated School Guimad Elementary School
Claire Marie V. Daga-as	Gotocan Elementary School Hilarion J. Ramiro Jr. Elementary School
John Rey F. Castro	Tipan Elementary School Montol National High School
Jeffrey S. Libor	Capucao Integrated School Capucao C Elementary School

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
	Position Title Administrative Officer II Parentetical Title Administrative Officer I Unit Elementary School or Junior High School Reports to School head Positions Supervised Administrative Assistants/Aides in the School	Salary Grade 11 Governance Level School Division Effectivity Date Page/s	
JOB SUMMARY			
<p>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.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

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"> a. recruitment and selection of applicants in the school assigned b. 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 c. Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel b. 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 c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. h. 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"> a. 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) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c. 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"> a. Update school personnel of the latest HR-related policies b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	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	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	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	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.

Note: Items 5.2 and 5.3 of the **Department of Budget and Management (DBM) Budget Circular No. 2004-3 Conversion of Positions Performing Staff/Non-Technical Functions** (copy attached, for ready reference), essentially provides that positions allocated to the new position titles may be assigned any combination of the duties and responsibilities of the previous position titles (including the AO II) such as AO I, Human Resource Management Officer I (HRMO I), Information Officer I (IO I), Public Relations Officer I (PRO I), Budget Officer I (BO I), and others. Please note that the scope of supervision and jurisdiction of an AO II at the school level is determined by the duties and functions assigned by the Principal/School Head (for Elementary/ Junior High School) or Assistant Principal for Operations and Learner Support (for Senior High School).