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Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF BULACAN**

February 16, 2021

DIVISION MEMORANDUM  
 No. 036 s. 2021

**ANNOUNCEMENT OF VACANCIES FOR ADMINISTRATIVE OFFICER-II POSITIONS OF ELEMENTARY SCHOOLS AND SCHEDULE OF RECRUITMENT AND SELECTION PROCESSES**

To : Assistant Schools Division Superintendents  
 SGOD and CID Chiefs  
 HRMPSB Members  
 Secondary and Elementary School Principals/OICs  
 All Others Concerned

1. This is to announce the 18 vacant Administrative Officer- II positions of this Schools Division. These said vacant items are assigned at the following districts and schools:

| No. | District            | School/s  |
|-----|---------------------|---|
| 1   | Bustos              | San Pedro ES, Camachilihan ES and Malamig ES  |
| 2   | Pandi North         | Cacarong Bata ES and Real de Cacarong ES  |
| 3   | Pandi North         | San Antonio Abad ES   |
| 4   | Pandi North         | Pandi Heights ES  |
| 5   | Norzagaray East     | San Mateo ES, NPC ES, Ipo ES, Dike ES, Sapang Munti ES and Karahumi ES                                |
| 6   | Norzagaray West     | FVR Phase 2 ES, Bitungol ES and Coral ES  |
| 7   | Norzagaray West     | Luis Gravador ES, Bangkal ES and Baraka ES  |
| 8   | San Miguel North    | San Miguel North CS, Buga ES, Kng Kabayo ES, Malinao ES and Pulong Duhat ES                           |
| 9   | San Miguel North    | Buliran ES, Sapang ES, Pinambaran ES, Lambakin ES and Malibay ES                                      |
| 10  | San Miguel Central  | Tartaro ES, Bagong Pag-asa ES, Bagong Silang ES and Labne ES  |
| 11  | San Rafael East     | San Rafael ES, Talacsan ES, Maronquillo ES, Pulo ES, Pasong Bangkal ES, Pasong Callos ES and Tukod ES |
| 12  | San Ildefonso South | Akle ES, Alagao ES, Casalat ES and Basuit ES  |
| 13  | Marilao North       | Sta. Rosa I ES  |
| 14  | Marilao North       | Heritage Homes ES   |
| 15  | Obando              | Panghulo ES and Catanghalan ES  |
| 16  | Sta. Maria Central  | Sta. Maria ES   |
| 17  | Sta. Maria East     | San Vicente Hulo ES   |
| 18  | Sta. Maria East     | Tumana ES and Buenavista ES   |

2. The CSC Minimum Qualification Standards and the DepEd preferred Qualification Standards (QS) for Administrative Officer II position are as follows. Applicants should meet the DepEd Preferred Qualifications:



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 website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)





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| Area        | CSC Minimum Qualifications                             | DepEd Preferred Qualifications   |
|-------------|--|--|
| Education   | Bachelor's Degree relevant to the job                  | Bachelor's Degree relevant to the job  |
| Experience  | None Required  | At least one year relevant position in office administration and financial reporting |
| Training    | None Required  | Four hours relevant training   |
| Eligibility | Career Service Professional (Second Level Eligibility) | Career Service Professional (Second Level Eligibility)                               |

3. Interested applicants are enjoined to submit to this Office, through the Records Unit or email at [sdobulacanhmpsb@deped.gov.ph](mailto:sdobulacanhmpsb@deped.gov.ph), the following documents on or before February 19, 2021.
  - a. Letter of Intent
  - b. CSC Form 212 – Personal Data Sheet
  - c. Transcript of Records (Bachelor's Degree and Post graduate, if any)
  - d. Certificates of Employment or Service Record
  - e. Certificates of Participation to Relevant Trainings (Please refer to the Key Result Areas of AO-II)
  - f. Certification of Career Service Professional Eligibility (Second Level)
  
4. Applicants will be emailed on the result of evaluation of documents on QS. Only the qualified applicants will submit to the Records Unit of this Office the original documents of the following requirements and determinants for ranking for non-teaching personnel (Level 2) on or before February 19, 2021.
  - a. Letter of Intent (include on the letter the preferred district and schools of assignment)
  - b. Performance Rating for the last three rating periods prior to the screening (should at least be very satisfactory)
  - c. Certificates of Employment or Service Record (experience must be relevant to the position)
  - d. Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship, and Consultant/Resource Speakers in Trainings/Seminars/Workshops/Symposia)
  - e. Transcript of Records (Bachelor's Degree and Post Graduate Studies, if any and (CHED certification for TORs from private schools)
  - g. Certificates of participation in trainings
  
5. To adhere to the IATF health protocols, the examination will be online, and the interview will be conducted virtually. This will be for the assessment of potential and psychosocial attributes and personality traits. The schedule and link will be emailed to the qualified applicants.
  
6. This Office emphasizes the provision of equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliations. (2017 ORA-OHRA Rule IX. Sec. 83 page 17)



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7. Attached are the enclosures for your reference:

Enclosure No. 1 - Composition of the HRMPSB and Selection Process Schedule

Enclosure No. 2 - Duties and Responsibilities of Administrative Officer II

8. Wide dissemination of this Memorandum is desired.

  
ZENIA G. MOSTOLES, EdD CESO V  
Schools Division Superintendent



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Enclosure No. 1, to the Division Memorandum No. 030, s. 2021

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

- Chairperson : ROWENA T. QUIAMBAO, CESE - Assistant Schools Division Superintendent
- Members : Gregorio C. Quinto, Jr., Ed.D - CID Chief  
 Cecilia S. Custodio, PhD - SGOD Chief  
 Ms. Josefina S. Pedroche - OIC, Office of the Administrative Officer V  
 Ms. Victoria O. Madrigal - Administrative Officer IV, Personnel Unit
- Secretariat : Ms. Karen Mineth T. Danganan  
 Mr. Kevin Cabazal

**SCHEDULE OF SELECTION PROCESS:**

| Date                           | Activity  |
|--------------------------------|---|
| On or before February 22, 2021 | Submission of Letter of Intent and photocopies of all documents on Qualification Standards listed on the Memorandum (3 <sup>rd</sup> paragraph)<br><br>(Submit to the Records Unit or email to <a href="mailto:sdobulacanhmmps@deped.gov.ph">sdobulacanhmmps@deped.gov.ph</a> ) |
| February 23-24, 2021           | Preliminary Evaluation on the qualification of all candidates   |
| February 26, 2021              | Emailing of all candidates on the result of the preliminary evaluation  |
| March 2, 2021                  | Submission of original documents of requirements listed on the Memorandum (4 <sup>th</sup> paragraph) by qualified applicants   |
| March 3, 2021                  | Online Examination and Interview  |
| March 5, 2021                  | HRMPSB Deliberation - Evaluation of documents and preparation of Comparative Assessment Results   |



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Enclosure No. 2 to Division Memorandum No. 026 s. 2021

**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER II**

**PERSONNEL ADMINISTRATION**

- 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:
  - 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.
  
- Personnel Records
  - a. Update regularly 201 files and maintain database of personal information of school personnel
  - b. Act/assist the designated Agency Authorized Officer (AO) in the field in terms of verifying/approving GSIS loans and agency remittance advise (ARA) as may be delegated
  - c. Consolidated 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
  
- Compensation and Benefits
  - a. Compute and submit to SDO applicable personnel benefits for processing, funding and release (eg 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



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➤ Other HR-related functions

- 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
- 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 approval 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 immediate supervisor



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