



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

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November 10, 2021

DIVISION MEMORANDUM  
No. 250 s. 2021

To : Public Schools District Supervisors  
Elementary, JHS and SHS Principals/OICs  
School Administrative Officers II  
All Others Concerned

1. Pursuant to DepEd Memorandum DM-HROD-2021-0171 dated September 02, 2021, the Job Description of Administrative Officers II in the Elementary and Junior High Schools has been amended as follows:
  - a. Personnel Administration
  - b. Property Custodianship
  - c. General Administrative Support
  - d. Financial Management
2. Attached are the duties and responsibilities per Key Results Area for reference and adherence.
3. All Administrative Assistants III and Administrative Assistants II who were promoted to Administrative Officer II shall continue to perform as such until time new Administrative Assistants are appointed. School heads are enjoined to submit to this Office the schedules of AOs II conformed by the concerned personnel and school heads.
4. This further informs the AOs II that transfer of station may be requested only after the completion of one (1) cycle of Performance Rating.
5. Immediate dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent





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| <b>JOB DESCRIPTION</b>  |   | JD No. _____     | Revision Code: ____ |
| Department of Education | Administrative Officer II                     | Salary Grade     | 11                  |
| Position Title          | Administrative Officer I                      | Governance Level | School              |
| Parentetical Title      | Elementary School or Junior High School       | Division         |                     |
| Unit                    | School head                                   | Effectivity Date |                     |
| Reports to              | Administrative Assistants/Aides in the School | Pages            |                     |
| Positions Supervised    |   |                  |                     |

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.

**A. CSC Prescribed Qualifications**

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| 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  |

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| <p><b>Personnel Administration</b></p> | <p><b>Recruitment and Selection</b><br/>         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>a. recruitment and selection of applicants in the school assigned</li> <li>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</li> <li>c. Prepare ERF of qualified teachers and submit to SDO for processing</li> </ol> <p><b>Personnel Records</b></p> <ol style="list-style-type: none"> <li>a. Update regularly 201 files and maintain database of personal information of school personnel</li> <li>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</li> <li>c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li> <li>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.</li> </ol> <p><b>Compensation and Benefits</b></p> <ol style="list-style-type: none"> <li>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)</li> <li>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li> <li>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li> </ol> <p><b>Other HR-related functions</b></p> <ol style="list-style-type: none"> <li>a. Update school personnel of the latest HR-related policies</li> <li>b. Develop and present to the school head/HRMC innovative strategies in improving HR practice in the school</li> <li>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> </ol> |
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|  | <p>d. Prepare and submit HR-related reports to school head/HRMO.<br/> e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines.<br/> 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>  |
| <p><b>Property Custodianship</b></p>         | <p>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/ALP or as directed by the school head.<br/> b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.<br/> c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.<br/> d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.<br/> e. Prepare and submit reports on all property accountability of the school.</p>        |
| <p><b>General Administrative Support</b></p> | <p>a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.<br/> b. Assist the school planning team in the preparation of SIP/ALP.<br/> c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.<br/> d. Perform other functions as may be assigned by the School Head.</p>  |
| <p><b>Financial Management</b></p>           | <p>a) Assist the School Head on the preparation of the following documents such as but not limited to:<br/> <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> b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.<br/> c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.<br/> d) Provide assistance to other financial-related task of the School Head.<br/> e) Perform other functions as may be assigned by the School Head.</p> |

**Note:** Items 5.2 and 5.3 of the Department of Budget and Management (DBM) Budget Circular No. 2004-3 Conversion of Positions Pertaining 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).