



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

DIVISION MEMORANDUM

No. 326 s. 2023

**ANNOUNCEMENT OF VACANCIES OF ADMINISTRATIVE OFFICER II
AND SCHEDULE OF SELECTION PROCESSES**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
HRMPSEB Members
Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces the division open ranking for the following Administrative Officer II positions, this Schools Division, to be deployed in the following districts:

- Norzagaray West
- San Miguel North
- DRT
- Angat
- Sta. Maria West

2. Said open ranking aims to provide pool of qualified applicants to fill vacant Administrative Officer II positions.

3. The CSC Qualification Standards (QS) for the said vacant positions are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer II/SG-11	Bachelor's degree relevant to the job	None required	None required	CSC Professional/Appropriate Eligibility for Second Level Position

4. SDO Bulacan provides fair and equal opportunity to all qualified applicants for the positions who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations

5. Attached to this Memorandum are the following:

- a. Schedule of activities
- b. Duties and Responsibilities of AO II





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6. Evaluation of applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 titled Guidelines on Recruitment, Selection and Appointment in the Department of Education broken down as follows:

CRITERIA	POINTS SG 10-23 and SG 27
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
Total	100

7. The original copies of the following requirements shall be submitted to the Records Unit Attention: Human Resource Merit Promotion Selection Board (HRMPSB) for the evaluation. Applicants are required to attach a list of documents submitted to be checked and received by the Records Unit. Only the submitted documents will be assessed by the HRMPSB. Documents which are submitted beyond the prescribed date will not be accepted.
- a. Letter of Intent
 - b. Duly accomplished CSC Personal Data Sheet
 - c. Copy of Official Transcript of Records
 - d. Copy of Civil Service Eligibility
 - e. Updated Service Records or Certificate of employment, if any
 - f. Latest Approved Appointment or copy of transmittal to the CSC, if any
 - g. Performance Rating for the last rating period from the last promotion, if any
 - h. Certificates, MOVs and other documents determinants specified on DepED Order No. 07, s 2023
 - i. Omnibus Certification of Authenticity and Veracity of Documents

8. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

July 18, 2023
HRMPSB





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Enclosure No. 1, to the Division Memorandum No 326s. 2023

Schedule of Activities

Date	Activity
On or before August 4, 2023	Submission of Letter of Intent and photocopies of all documents on Qualification Standards listed on the Memorandum to the Records Unit
August 07, 2023	Emailing of all candidates on the result of the preliminary evaluation
August 8-9, 2023	HRMPSB Deliberation – Evaluation of documents and preparation of Comparative Assessment Results
August 10, 2023	Interview and Written Examination
August 11, 2023	Final Deliberation & evaluation of the result of the ranking
August 14, 2023	Submission to the SDS for approval of the CAR
August 15, 2023	Posting of result
	Preparation of deployment proposal





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Enclosure No. 2 to Division Memorandum No 320 s. 2023

Duties and Responsibilities of Administrative Officer II

1. 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

2. Other HR-related functions

- a. Update School personnel of the latest HR-related policies





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- 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 personee.

3. 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

4. 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

5. Financial Management

- a. Assist the School Head on the preparation of the ff. documents such as but not limited to:
 - Cash disbursement register
 - Authority to debit/credit account
 - Liquidation reports including supporting documents
- b. For IUs, assist the School Had 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

