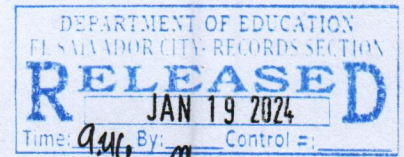




Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



19 Jan 2024

DIVISION MEMORANDUM  
 No. 036, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
 NON-TEACHING POSITIONS**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
 This Division

- This Office announces the call for the submission of Applications for the Administrative Officer II, Administrative Assistant III and Administrative Aide VI positions until, **February 9, 2024, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	Salary Grade	Item No.	Station Assignment
Administrative Officer II (HRMO I)	SG 11 Php 27,000	OSEC-DECSB-ADOF2-660148-2021	Clustered Schools (Elem/Sec)
Administrative Assistant III (Senior Bookkeeper)	SG 9 Php 21,211	OSEC-DECSB-ADAS3-660184-2018	Division Office (OSDS)
Administrative Aide VI (Clerk III)	SG 6 Php 17,553	OSEC-DECSB-ADA6-660033-2014	Division Office (OSDS-Records)

- The ranking shall abide with the guidelines stipulated in **DepED Order No. 7, s. 2023**, otherwise known as “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*” for non-teaching positions (Enclosure 5).
- The assessment for this position shall be based on the following criteria:
  - Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
  - Experience** relevant to the position to be filled;



Address: Zone 3, Poblacion, El Salvador City  
 Telephone No: (088) 882 6326  
 Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
 Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

**Transforming Schools,  
 Forging Partners**





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 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

- **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- **Outstanding Accomplishments** acquired after the last promotion;
- **Application of Education** acquired after the last promotion;
- **Application of Learning and Development (L&D)** acquired after the last promotion; and
- **Potential** measured using other evaluative assessments

4. The following qualification standards shall be considered:

Position	Qualification			
	Education	Training	Experience	Eligibility
Administrative Officer II (SG 11 Php 27,000)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level eligibility
Administrative Assistant III (SG 9 Php 21,211)	Completion of 2 years college studies	4 hours of relevant training	1-year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility
Administrative Aide VI (SG 6 Php 17,553)	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility

**Required Competencies**

- a. *Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;
- b. *Core Skills:* Oral Communication Written Communication, Computer/ICT Skills





**Republic of the Philippines**  
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**REGION X – NORTHERN MINDANAO**  
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5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab, as enumerated below:

VACANT POSITION	PRESCRIBED FILE NAME	SAMPLE FILE NAME
Administrative Officer II (HRMO I)	2024-ADOF2A_Full Name	2024-ADOF2A_Juan D. Cruz
Administrative Assistant III (Senior Bookkeeper)	2024-ADAS3A_Full Name	2024-ADAS3A_Juan D. Cruz
Administrative Aide VI (Clerk III)	2024-ADA6A_Full Name	2024-ADA6A_Juan D. Cruz

**Order of documents shall be as follows:**

- a. Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
- b. Letter of intent addressed to the Schools Division Superintendent;  
**RANDOLPH B. TORTOLA**  
**Schools Division Superintendent**
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet;
- d. Photocopy of Certificate of Eligibility/Report of Rating;
- e. Photocopy of valid and updated PRC License/ID, if applicable
- f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable;
- g. Certification of MA/PhD units earned from university registrar, if applicable;
- h. Copy of General Weighted Average (GWA) duly certified by the University Registrar, if applicable;
- i. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
- j. Photocopy of Certificates of Trainings, if applicable;
- k. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable;
- l. Photocopy of Latest Appointment, if applicable;
- m. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled;
- n. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:





**Republic of the Philippines**  
**Department of Education**  
**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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- i. Awards and Recognition MOVs:
  - (1) Memorandum or document showing the Criteria for the Search / Designation;
  - (2) Certificate of recognition/Award
- ii. Research and Innovation MOVs:
  - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017I;
  - (2) Accomplishment report verified by the Head of Office;
  - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office;
  - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office;
  - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page;
- iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
  - (1) Issuance/Memorandum showing the membership in NTWG or Committee;
  - (2) Certificate of Participation or Attendance;
  - (3) Output/ Adoption by the organization/DepEd;
- iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
  - (1) Issuance/ Memorandum/ Invitations/ Training Matrix;
  - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation;
  - (3) Slide deck/s used and/or Session guide/s
- v. NEAP Accredited Learning Facilitator MOVs:
  - (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
  - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;
- o. Means of Verification (MOV) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
  - (1) Action Plan approved by the Head of Office;





**Republic of the Philippines**  
**Department of Education**  
**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:

- (1) Action Plan approved by the Head of Office;
  - (2) Accomplishment Report verified by the Head of Office;
  - (3) Certification of the utilization/adoption signed by the Head of Office;
- p. Means of Verification (MOVs) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:
- (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
  - (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
  - (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
  - (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.

6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

<b>Role</b>	<b>Main</b>
Chairperson	Conniebel C. Nistal, ASDS
Members	Rolly B. Labis, Chief - SGOD
	Jeffrey M. Martinez, Admin Officer V
	Felanie Marie A. Lim, HRMO II
	Alan T. Saculingan, Supply Officer (for Administrative Officer II)
	Sheila Mae B. Acero, ADAS III (For Administrative Assistant III and Administrative Aide VI)
Secretariat	Randy Rhys U. Capistrano, ADAS III






**Republic of the Philippines**  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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7. This is the target schedule for this ranking:

<b>Schedule</b>	<b>Activity/Output</b>	<b>In-Charge</b>
January 24, 2024 (AM)	Orientation of Applicants <i>via MS Teams or FB Live</i>	Applicants, Personnel Unit and HRMPSB
Until February 9, 2024, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
February 13 – 16, 2024	Initial Evaluation	IER Committee
February 19, 2024	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
March 6 – 9, 2024	Interview and Final Deliberation	HRMPSB & Applicants
March 15, 2024	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. Interested applicants who want to join the online orientation may register through this link: <http://tinyurl.com/2024OrientationForDepEdELSA>. Registered applicants will be sent a link on the day of the orientation.
9. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: [www.depedelsalvadoricity.net](http://www.depedelsalvadoricity.net) (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
10. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
11. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent



**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**


I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
	<b>Position Title</b>	Administrative Aide VI (Records)	<b>Salary Grade:</b>
<b>Parentetical Title</b>	Data Entry Machine Operator	<b>Governance Level</b>	Schools Division
<b>Unit/Division</b>	OSDS- Administrative Unit	<b>Office/Bureau/Service</b>	
<b>Reports to</b>	Administrative Officer IV (Records)	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	None	<b>Page/s</b>	

**JOB SUMMARY**

To provide administrative support to the Records Officer in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.

**QUALIFICATION STANDARDS**

**A. CSC Prescribed Qualifications**

Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience	No required experience
Eligibility	Career Service Professional (First Level Eligibility)
Trainings	No required training


**B. Preferred Qualifications**

Education	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>
Experience	
Eligibility	
Trainings	


KRA	DUTIES AND RESPONSIBILITIES
<b>Records Management System</b>	<ul style="list-style-type: none"> <li>Receive, record and file documents according to the recommended filing system.</li> </ul>



KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Maintains cleanliness and orderliness of Records Storage Area that will ensure daily safety and security of records and easy access and retrieval as needed.</li> <li>• Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document</li> </ul>
<b>Receiving and Releasing</b>	<ul style="list-style-type: none"> <li>• Receive and record all documents brought to the records office.</li> <li>• Release, routes or files non-routine critical documents as classified by the Records Officer.</li> </ul>
<b>Documents Authentication, Verification and Certifications</b>	<ul style="list-style-type: none"> <li>• Assist Records Officer in document authentication and verification following protocol for such.</li> <li>• Receives request for certifications and gathers the data required to prepare the certification for the approval of the Records Officer.</li> <li>• Prepares certifications for the signature of the appropriate management level.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Gather data and information required in the preparation of annual and other administrative reports.</li> <li>• Implement process for conducting annual inventory of records and submit findings to Records Officer.</li> </ul>
<b>Technical Assistance</b>	<ul style="list-style-type: none"> <li>• Coordinate training/ orientation schedules and logistics on records management to staff in the schools division, schools and learning centers.</li> <li>• Assist Records Officer gather data on needs regarding records management and provide technical assistance and interventions to support effective records management in the schools and learning centers</li> </ul>

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: ____
<b>Position Title</b>	Administrative Assistant III	<b>Salary Grade</b>	<b>9</b>
<b>Parentetical Title</b>		<b>Governance Level</b>	SDO
<b>Unit/Division</b>	Office of the Schools Division Superintendent	<b>Office/Bureau/Service</b>	OSDS
<b>Reports to</b>	Schools Division Superintendent	<b>Effectivity Date</b>	
<b>Positions Supervised</b>		<b>Page/s</b>	
<b>JOB SUMMARY</b>			
To provide prompt and quality support service to the SDS by implementing administrative systems, procedures, and monitoring administrative projects in order for the SDS to perform his/her duties efficiently.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	4 hours of relevant training to the position (office management skills, computer skills)		
<b>B. Preferred Qualifications</b>			
Education	Two years college or two year vocational course (secretarial) preferably Bachelor's degree in a related course		
Experience			
Eligibility	TESDA Certificate Holder		
Trainings	Basic Knowledge in Computer Operations such as Microsoft Office		
<b>KEY RESULT AREA/S</b>		<b>DUTIES AND RESPONSIBILITIES</b>	
<b>Office Schedules</b>	<ul style="list-style-type: none"> <li>Schedules/calendars meetings/appointments of the SDS with other offices/Staff by calendaring, following up and confirming attendance of both parties</li> </ul>		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Communications/Documents</b>	<ul style="list-style-type: none"> <li>• Reviews documents received and prepares referral slips by identifying contents of documents for action of the SDS or routing document to the concerned office or person.</li> </ul>
<b>Guests Reception</b>	<ul style="list-style-type: none"> <li>• Entertains visitors/guests of the Director/Directorate by attending to their needs promptly thus lessening the time demand on the Director.</li> </ul>
<b>Records/Files</b>	<ul style="list-style-type: none"> <li>• Identifies/sorts official documents, correspondence per programs/projects as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference</li> </ul>
<b>Personnel Matters</b>	<ul style="list-style-type: none"> <li>• Monitors daily attendance of employees/staff in the Directorate by recording daily attendance and comparing time card versus logbook</li> </ul>
<b>Technical/Administrative Support</b>	<ul style="list-style-type: none"> <li>• Prepares minutes of meetings/agenda attended and conducted by the Office of the SDS by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through of agreements.</li> <li>• Facilitates travel documents (local and abroad) of the Director by preparing travel authority, itinerary and other required documents and making such available for the Director on or before travel date.</li> <li>• Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels ( local and abroad), reimbursements, liquidation reports of the Director/directorate by preparing required documents/forms</li> <li>• Prepares PowerPoint presentation drafted by the SDS for use in the scheduled speaking engagement</li> <li>• Provides administrative support/logistics needs in the implementation of the Office programs/projects/activities initiated by the Director/Directorate through collection/consolidation of participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment</li> </ul>

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

KEY RESULT AREA/S	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.
<b>Property Custodianship</b>	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.
<b>General Administrative Support</b>	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.
<b>Financial Management</b>	a) Assist the School Head on the preparation of the following documents such as but not limited to: <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. 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).**