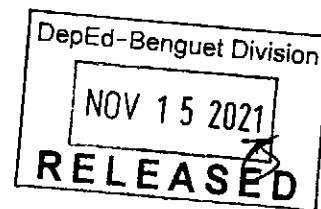




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet



Office of the Schools Division
 Superintendent

November 12, 2021

DIVISION MEMORANDUM No. 458, s. 2021

- TO: Functional Division Heads (SGOD and CID)
 SDO Section/Unit Teams
 All Public Schools District Supervisors/DCPs
 Elementary School Principals/Teachers In Charge
 Secondary School Heads Concerned

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS II

1. This is to reiterate the functions/duties and responsibilities of the Administrative Officer II (AO II) related to Human Resource Management, Supply Management, General Administrative Support and Financial Management as stated in MEMORANDUM DM-HROD-2021-0171, as follows:

KRA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	<p>Recruitment and Selection Provide human resource management support to the school head and coordinate with the AO IV (HRMO) 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);



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	<ul style="list-style-type: none"> 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> <ul 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> <ul 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 and 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	<ul style="list-style-type: none"> a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head;



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	<ul style="list-style-type: none"> 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 accountabilities of the school.
General Administrative Support	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 to the School Head; e. Perform other functions as may be assigned by the School Head.

2. In this connection, all elementary and secondary school heads concerned shall oversee and ensure that their respective Administrative Officers II are performing the above-mentioned duties and responsibilities. The KRAs given will be the basis for the performance rating of the AOs II and will be indicated in their IPCRF.
3. In relation to performance management, all AOs II personnel who were hired and deployed in FY 2020 and those to be hired and deployed for FY 2021 shall be covered



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by DepEd Order (DO) No. 2, s. 2015 otherwise known as the "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System in the Department of Education" or the most recent guidelines on performance management.

4. The School Head of the identified school shall serve as the **Rater** and the Administrative Officer V of the respective SDO shall serve as the **Approving Authority**.
5. Please be guided accordingly.


GLORIA B. BUYA-AO
Schools Division Superintendent

Reference: DM-HROD-2021-0171

Osd/s/personnel/hrmo



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