



Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



DIVISION MEMORANDUM

No. 203, s. 2020

To : Division Office Personnel
 All Other Interested Applicants
 This Division

From : *LRA*
MA. LIZA R. TABILON EdD, CESO V
 Schools Division Superintendent

SUBJECT : ANNOUNCEMENT OF VACANT POSITIONS IN DEPED
 ZAMBOANGA DEL NORTE.

DATE : July 30, 2020

1. Please be informed that the positions below are now open to all interested and qualified applicants:

ADMINISTRATIVE OFFICER II (SG 11 – Php 22,316.00) with 25 VACANT POSITIONS of the Division of Zamboanga del Norte

A. CSC Prescribed Qualifications

Education: BACHELOR'S DEGREE RELEVANT TO THE JOB
 Experience: 1 Year Relevant Experience in Office Administration and Financial Reporting
 Training: 4 Hours Relevant Training
 Eligibility: Career Service Professional (2nd Level Eligibility)

2. All interested qualified applicants may file their application through the School Districts they are applying to, attached therewith the documents, as enumerated herunder:

- A. Application Letter stating the specific position applied for
- B. Omnibus Certification under Oath (pls. see attached format)
- C. CSC Form 212
- D. Photocopy of PRC License, if applicable
- E. Eligibility of Rating
- F. Performance Rating for the Last three (3) rating periods with numerical and descriptive
- G. Updated Service Records/Certification of Employment (with inclusive dates)
- H. Transcript of Records
- I. Certificates of Outstanding Accomplishments, if any
- J. Certificates of Trainings/Seminars/Scholarships attended, if any

N-avigating
 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
 Tel No.: (065) 212-5843
 e-mail address: zn.division@deped.gov.ph



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K. Other documents relevant to the position applied to.

3. District officials shall initially check pertinent documents of applicants to verify completeness and accuracy. Districts shall submit the pertinent documents of applicants to Division Personnel Section on **August 17, 2020**.

4. DepEd Order No. 66 Level 2, s. 2007 is the tool used in evaluating documents of teaching, non-teaching and related-teaching positions.

5. Applicants are advised to bring the original documents on the day of evaluation for verification purposes. All pending requirements must be submitted on or before the deadline of the application.

6. The Division Selection Committee will inform the applicants through contact numbers indicated in their Personal Data Sheet as to the schedule of evaluation of documents and interview.

7. Immediate and widest dissemination of this memorandum is desired.

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NEWLY CREATED POSITION PER GMIS PSIPOP FOR FY 2020

ELEMENTARY LEVEL - FOR SCHOOLS UNDER VERY LARGE, LARGE & MEDIUM CLASS)

LEVEL NO.	ITEM NUMBER	POSITION	Salary Grade	NAME OF APPLICANT	SCHOOL ASSIGNMENT (PER LISTINGS ATTACHED IN THE GUIDELINES)	SCHOOL CATEGORY (Very Large, Large & Medium)	DISTRICT	
ELEMENTARY (25 ITEMS)								
	1	OSEC-DECSB-ADOF2-570176-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	SINDANGAN PILOT DEMO. SCHOOL	Very Large	SINDANGAN CENTRAL
	2	OSEC-DECSB-ADOF2-570177-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	SIBUCO CENTRAL SCHOOL	Large	SIBUCO
	3	OSEC-DECSB-ADOF2-570178-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	SIRAWAI CENTRAL SCHOOL	Large	SIRAWAI
	4	OSEC-DECSB-ADOF2-570179-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	SALUG CENTRAL SCHOOL	Large	SALUG I
	5	OSEC-DECSB-ADOF2-570180-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	SIOCON CENTRAL SCHOOL	Medium	SIOCON
	6	OSEC-DECSB-ADOF2-570181-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	MANDIH CENTRAL SCHOOL	Medium	SOUTH SINDANGAN
	7	OSEC-DECSB-ADOF2-570182-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	PIÑAN CENTRAL SCHOOL	Medium	PIÑAN
	8	OSEC-DECSB-ADOF2-570183-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	OSUKAN ELEMENTARY SCHOOL	Medium	LABASON
	9	OSEC-DECSB-ADOF2-570184-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	POLANCO CENTRAL SCHOOL	Medium	POLANCO
	10	OSEC-DECSB-ADOF2-570185-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	BACUNGAN CENTRAL SCHOOL	Medium	BACUNGAN
	11	OSEC-DECSB-ADOF2-570186-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	TAMPILSAN CENTRAL SCHOOL	Medium	TAMPILSAN
	12	OSEC-DECSB-ADOF2-570187-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	BAYBAY CENTRAL SCHOOL	Medium	LLOY II
	13	OSEC-DECSB-ADOF2-570188-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	PONOT CENTRAL SCHOOL	Medium	PONOT
	14	OSEC-DECSB-ADOF2-570189-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	MANUKAN EAST CENTRAL SCHOOL	Medium	MANUKAN I
	15	OSEC-DECSB-ADOF2-570190-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	BUкана ELEMENTARY SCHOOL	Medium	SIOCON
	16	OSEC-DECSB-ADOF2-570191-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	LABASON CENTRAL SCHOOL	Medium	LABASON
	17	OSEC-DECSB-ADOF2-570192-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	KALAWIT CENTRAL SCHOOL	Medium	KALAWIT
	18	OSEC-DECSB-ADOF2-570193-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	SIARI P. ESCABARTE ES	Medium	SINDANGAN NORTH
	19	OSEC-DECSB-ADOF2-570194-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	KATIPUNAN CENTRAL SCHOOL	Medium	KATIPUNAN I
	20	OSEC-DECSB-ADOF2-570195-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	CAMP OFELIA ELEMENTARY SCHOOL	Medium	SIBUCO
	21	OSEC-DECSB-ADOF2-570196-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	SIAYAN CENTRAL SCHOOL	Medium	SIAYAN
	22	OSEC-DECSB-ADOF2-570197-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	ROXAS CENTRAL SCHOOL	Medium	ROXAS I
	23	OSEC-DECSB-ADOF2-570198-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	LLOY CENTRAL SCHOOL	Medium	LLOY I
	24	OSEC-DECSB-ADOF2-570199-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	GUTALAC CENTRAL SCHOOL	Medium	GUTALAC I
	25	OSEC-DECSB-ADOF2-570200-2020	ADM.OFFICER II	11	FOR PUBLICATION & POSTING	MALINTUBOAN CENTRAL SCHOOL	Medium	LABASON

Prepared and Certified Correct:

Noted:

Marilynne B. Bayron
MARLYNNE B. BAYRON
 Administrative Officer IV-Personnel

MA. LIZA R. TABILON EDD., CESO V
MA. LIZA R. TABILON EDD., CESO V
 Schools Division Superintendent



JOB DESCRIPTION		JD No. _____		Revision Code: _____	
Department of Education		Salary Grade	11		
Position Title	Administrative Officer II	Governance Level	School		
Parent/Technical Title		Division			
Unit		Effectivity Date			
Reports to	School Head/Principal	Page/s			
Positions Supervised					

JOB SUMMARY

This position is responsible for the implementation of an effective and efficient administrative support functions such as personnel administration and property custodianship.

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications	
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	
Experience	1 year relevant experience in office administration and financial reporting
Eligibility	
Trainings	4 hours relevant training

This is a hard copy of the job description for the position of Administrative Officer II, School 78002, as approved by the State Board of Education. The position is currently vacant.

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KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Personnel Administration	<ul style="list-style-type: none"> • Maintain the confidentiality of personal information of school personnel to which he/she has access due to the nature of his/her duties and responsibilities. • Apply the latest issuances on personnel benefits and communicates them to employees • Submit to the SDO Personnel Unit pertinent documents for payment of salaries, allowances, and benefits of teaching and non-teaching personnel of the school <ul style="list-style-type: none"> ↳ Check the accuracy of salaries and benefits given to teaching and non-teaching personnel of the school on a periodic basis and respond to queries pertaining to salary/benefit claims. ↳ Records information on loans: • Acts on application on leaves (sick, vacation, study, scholarships and training) for approval of the School Head/SDS. • Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes • Compute vacation service credits, Proportional Vacation Pay (PVP) of teachers for accrual of leaves. • Records and files attendance of school personnel • Prepare other reports in relation to these duties and responsibilities for submission to the Schools Division Office
Property Custodianship	<ul style="list-style-type: none"> • Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secure facility. • Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials • Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. • Prepare and submit reports on all property accountability of the school. • Perform other functions as may be assigned by the immediate supervisor.
Other Functions	<ul style="list-style-type: none"> • Perform other functions as may be assigned by the immediate supervisor.

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 supervisor 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).