



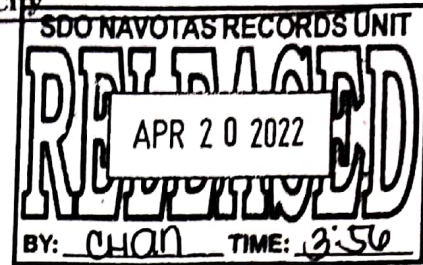
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Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

Office of the Schools Division
Superintendent

19 April 2022

Honorable TOBIAS REYNALD M. TIANGCO
City Mayor
Navotas City



Thru: **Information Communication Technology Office**

S I R:

Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated April 19, 2022 concerning the Hiring of Administrative Officer II. May we request that you kindly post and disseminate this issuance in your City's official Website page, for your constituents' information.

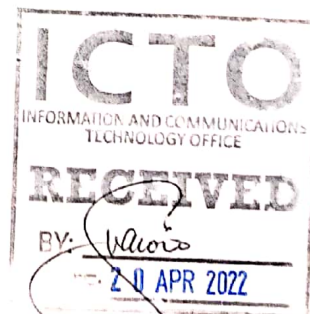
For other details, you may contact Ms. Elenor R. Cansino, Human Resource Management Officer II, at elenor.robles@deped.gov.ph or at 83555032.

Thank you and more power!

Very truly yours,


ALEJANDRO G. IBÁÑEZ
Schools Division Superintendent

Personnel/CJME



① Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen,
Navotas City
② (02) 83555032, (02) 83327985
✉ navotas.city@deped.gov.ph 🌐 <https://depednavotas.ph>



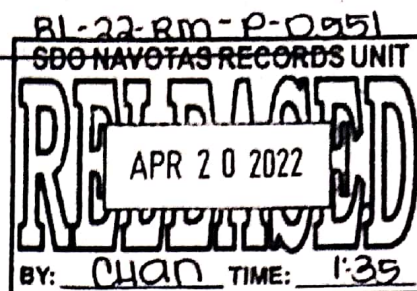
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Passion... Purpose... Productivity
Angat Pa, NAVOTAS!



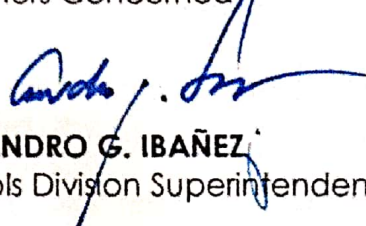
Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

Office of the Schools Division
Superintendent



MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

FROM:  **ALEJANDRO G. IBAÑEZ**
Schools Division Superintendent

SUBJECT: **SCREENING/ EVALUATION FOR ADMINISTRATIVE OFFICER II**

Date: 19 April 2022

1. The field is hereby informed that the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for teaching-related position to fill up natural vacancy:

Position	No. of Position to be Filled	Salary Grade	Monthly Salary per NBC 579, s. 2020	Place of Assignment
ADMINISTRATIVE OFFICER II (Administrative Officer I)	1	11	Php 25, 439.00	Filemon Lizan Senior High School

2. All interested applicants in this position must be able to meet the Qualification Standards (QS) before they can be shortlisted and proceed with the application process:

Position	Education	Training	Experience	Eligibility
Administrative Officer II	Bachelor's degree;	None required;	None required;	Civil Service (Professional) Second level Eligibility

3. The Schools Division Office of Navotas City welcomes all interested applicants, whether internal or external to the Department of Education (DepEd), to apply for this position regardless of their age, sexual orientation and gender identity expression, preference, civil status, disability, religion, ethnicity, or political affiliation. The Division upholds the value of equality and diversity into



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7. In adherence to the existing national and local health and safety protocols in line with the COVID-19 pandemic, some of the activities listed in item number 6 may be conducted virtually via google meet application.
8. Applicants must also submit their duly notarized Omnibus Certification of Authenticity and Veracity of Documents (**see Annex A**). Moreover, applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, any false and fraudulent document submitted shall be grounds for disqualification. Applicants must also prepare the original copies of their supporting documents listed in item number 4 should there be a need to present these to the HRMPSB. Applicants must also ensure that all their documents are accurate, complete, and updated as evidenced by the Omnibus Certification of Authenticity and Veracity of Documents.
9. An Open Evaluation System shall be adopted in the conduct of comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be publicly disclosed. The applicants shall conform with their individual results.
10. Applicants who will not be able to participate during the scheduled evaluation assessment shall not be given scores for the interview. It is understood that applicants to this position are willing to be assigned where the vacancy exists.
11. HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as written examinations, and skills tests. Additionally, Background Investigation (BI) may be conducted by the HRMO (**see Annex C**). In addition, HRMPSB shall submit to the appointing authority the short list of top five ranking candidates, for every one vacant position. The power to appoint shall be vested with the appointing authority (SDS).
12. For queries, please contact Ms. Elenor R. Cansino, HRMO-II, at (8)355-50-32 or through email at elenor.robles@deped.gov.ph.
13. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC

Individuals who failed to submit mandatory documentary (Items 4.a to 4.m) on the set deadline shall not be included in the pool of applicants. All hard copies of the documents to be submitted must also be submitted in clearly scanned copies in PDF format. In the event, there is discrepancy between hardcopy & scanned copy, the hard copy will prevail over the scanned copy. Also, all documents in folder and PDF shall be arranged according to the criteria mentioned in item number 5.

An internal applicant occupying a position considered next-in-rank shall not be automatically included in the pool of applicants, and shall not be exempt from the submission of documentary requirements listed in item number 4.

5. In this connection, **DepEd Order No. 66 s. 2007** shall be used as references in the screening and evaluation process. The HRMPSB shall evaluate the qualified candidates using the table below as indicated in the above-mentioned DepEd Orders and assign points for the sub-items under a particular criterion.

CRITERIA	POINTS
Performance	30
Experience	10
Outstanding Accomplishments	20
Education	15
Training	10
Potential	5
Psycho-social attributes	10
Total	100

6. The schedule of activities relative to the screening /evaluation for this position is as follows:

Date	Activities	Person or Committee In-Charge
April 19 to May 02, 2022	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: https://depednavotas.ph/ ; https://www.facebook.com/Navotas.Division ; https://www.facebook.com/depednavotashumanresource/ ; https://www.facebook.com/navotenoako	AO II ITO
April 19 to May 02, 2022	Filling out of Google form at https://bit.ly/AprilVacancy1 for the virtual orientation for interested applicants	Interested applicants
May 04, 2022	Virtual orientation of interested applicants via Zoom application (Note: Link to be given to the interested applicants via text message or email indicated in the PDS & google form)	HRMPSB and Interested applicants
May 06, 2022	Deadline for the submission of application letter and supporting documents to the Records Section of the Schools Division Office of Navotas City and to email address sdonavotas.personnel@deped.gov.ph	Interested applicants
May 10, 2022	Open ranking and interview of qualified applicants *Finalization of the assessment of documents and results of the interview for conforme by the applicants	HRMPSB members & Interested

all elements of its recruitment systems and adopts the Equal Employment Opportunity Principle (EEO).

4. All interested applicants shall submit the following documentary requirements with tags/markers, through the Records Section to perform the function of receiving application documents, **on May 06, 2022, Friday** and all **hard copies** of the documents to be submitted must also be submitted in clearly **scanned copies in PDF format**. These should be sent via email to sdonavotas.personnel@deped.gov.ph on or before the deadline date, for evaluation purposes:
- a. Letter of Intent addressed to the Schools Division Superintendent (Note: State the specific position being applied for.)
 - b. Duly accomplished Personal Data Sheet (or CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
 - c. Updated Service Record (Note: A private sector applicant must submit his/her Certificate of Employment with brief descriptions of his/her current duties and responsibilities.)
 - d. Photocopy of Academic Records duly authenticated by the college/ university last attended
 - Transcript of Records for holders of Bachelor's/ Master's or Doctorate degrees
 - Transcript of Records for holders Bachelor's degrees (other than BEED or BSE) and Transcript of Records for the 18 units of Certificate in Professional Education or its equivalent
 - Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their theses/ dissertations
 - e. Photocopy of Certificate of Eligibility/ Rating/ License/ ID
 - f. Photocopy of Performance Ratings for the last 3 rating periods prior to this application (Note: This should cover FY 2019, 2020 and 2021)
 - g. Photocopy of certificates of training conducted for **at least three days** and held within the **last five (5) years and after the last promotion (for Criteria proper)**
 - h. Photocopy of certificates of specialized training attended (e.g. scholarship programs, short term courses, or local or foreign study grants)
 - i. Photocopy of certificates of Outstanding Accomplishments (if any)
 - i. Outstanding Employee Awards
 - ii. Innovations
 - iii. Research & Development Project
 - iv. Publication/Authorship
 - v. Consultancy/Resource Speaker in Trainings/ Seminars/ Symposia
 - j. Omnibus Sworn Statement (**see Annex A**).
 - k. Checklist of Requirements (**see Annex B**)
 - l. Waiver pursuant to the Background Investigation (**see Annex C**)

The above-mentioned document in item **ii** Innovation must be duly authorized/approved by the immediate chief and attested by authorized regional/ division official. Likewise, item **iv** of the Publication/ Authorship must have accompanying certification from the publisher or copy of the book or article bearing the name of the applicant.

ANNEX A

Omnibus Certification of Authenticity and Veracity of Documents

CERTIFICATION

I, _____, of legal age, _____, Filipino and residing at _____ under oath, hereby depose and say:

1. That each of the documents I submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation will automatically disqualify me from the selection process;
4. That I am making these statements as part of the recruitment requirements of Administrative Officer II applicant to the Department of Education, Division of Navotas City for CY 2022.

Applicant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 2020, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until _____
PTR No. _____
Date _____
Place _____
Tin _____

Doc. No. _____
Page No. _____
Book no. _____
Series of _____

ANNEX B

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Position Applied For: _____

Course: _____

Contact Number: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirements		Status of Submission	Status of submission	Initial Screening	Release/ Return
		(To be filled-out by the applicant)	(To be filled-out by the Records)	by the HRMO	(To be filled-out by the Records)
1	Letter of Intent addressed to the Schools Division Superintendent				
2	Duly accomplished Personal Data Sheet (or CSC Form 212, Revised 2017)				
3	Photocopy of Certificate of Eligibility/ Rating/ License/ ID				
4	Photocopy of updated Service Record/ Certificate of Employment/ Contract of Service, whichever is/ are available				
5	Photocopy of Certificates of Training, if applicable				
6	Photocopy of Academic record, e.g. TOR, including graduate/ post-graduate, if applicable				
7	Photocopy of Performance Ratings for the last 3 rating periods, if applicable				
8	Omnibus Sworn Statement				
9	Others (please specify)				

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Schools Division Office of Navotas to use my personal information for purposes of recruitment, selection and hiring.

Name & Signature of Applicant

Date _____

ANNEX C

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, hereby authorize the **Schools Division Office of Navotas City (SDO-Navotas)** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Navotas during the background investigation will only be used to for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act. No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Name & Signature of Employee

Date

BACKGROUND INVESTIGATION (BI) FORM

Applicant under BI (To be filled out by the HRMO Officer)	Respondent (To be filled out by the Respondent)
Name of Candidate: <hr/> Position being Applied for: <hr/> Level: _____ Salary Grade: _____ Current Position: _____ Station: _____	Name: _____ Position: _____ Work relationship to the candidate: (Please tick the appropriate box.) <input type="checkbox"/> Applicant's Supervisor/ Superior <input type="checkbox"/> Applicant's Peer <input type="checkbox"/> Applicant's Subordinate Date: _____

Note to the Respondent: Your cooperation to provide your most honest assessment of the Candidate in terms of the following items is requested.

- | | |
|-----------------------|----------------------------|
| 1 – Almost Never True | (0 – 24.99% of the time) |
| 2 – Usually Not True | (25% - 49.99% of the time) |
| 3 – Occasionally True | (50% - 69.99% of the time) |
| 4 – Usually True | (70% - 99.99% of the time) |
| 5 – Always True | (100% of the time) |


	The Candidate.....	1	2	3	4	5	Remark/s
1.	has unquestionable integrity						
2.	has a good disposition in life						
3.	gets easily frustrated						
4.	commands respect from his/her fellow worker						
5.	serves well that satisfy the office's clients						
6.	ask help from anyone in case he is not familiar with the task assigned to him/ her						
7.	is observed to be good team player						
8.	is a favorite teammate of everyone in the office						
9.	is almost always present to attend to his/ her duties in the office						
10.	honestly admits that he/she doesn't know everything about his/ her work						
11.	manifests the highest degree of dependability towards work						
12.	is observed to be perfectionist in his/ her work output						
13.	seldom has errors in his/her work output						
14.	is able to save office resources because his/her work output is always "almost perfect"						
15.	is almost always physically fit to perform his/her assigned task						
16.	acknowledges mistakes and/or criticisms						
17.	on-time in submitting work outputs						
18.	knows how to handle and diffuse tension or conflict among co-workers						
19.	is solution-oriented and initiates resolution of any concern or issue						
20.	displays innovativeness/ creativity in his/ her approach to work						
21.	presents a good example of being a leader and						

	a follower						
22.	can work well independently or in teams and produce the desired output/						
23.	has high stress tolerance level						
24.	observes punctuality and extends time at work if needed						
25.	has a strong sense of responsibility and accountability						

Overall impression of the Candidate :

Thank you for your cooperation!

<p>I attest to the fact that all the foregoing are based on the actual interview (face to face or telephone) with the respondent and that no part of this report has been disclosed unofficially with anyone and, that I shall maintain the confidentiality of all information gathered</p>	<p>I certify that the foregoing are based on my personal knowledge about the Candidate and that I have reviewed all the contents of this report and found the same to be correct</p>
<p>_____ Background Investigation Officer</p>	<p>_____ Respondent</p>

	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Department of Education			
Position Title	Administrative Officer II	Salary Grade	11
Parentetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to	School head	Effectivity Date	
Positions Supervised	Administrative Assistants/Aides in the School	Page/s	
JOB SUMMARY			
<p>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.</p>			
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	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
Personnel Administration	<p>Recruitment and Selection 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"> recruitment and selection of applicants in the school assigned 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 Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none"> Update regularly 201 files and maintain database of personal information of school personnel 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 Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS Update vacation service/leave credits of school personnel and regularly communicate to all concerned Maintain the confidentiality of personal information of school personnel to which he/she has legal access. 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> <ol style="list-style-type: none"> 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) Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ol style="list-style-type: none"> Update school personnel of the latest HR-related policies Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school

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.
Property Custodianship	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.
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.
Financial Management	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 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).