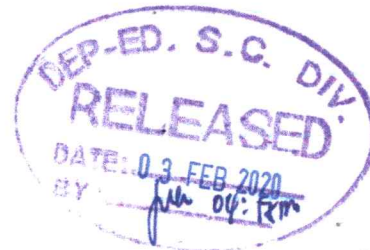




Republic of the Philippines
Department of Education
 CARAGA REGION
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

February 3, 2020

DIVISION MEMORANDUM
 No. AOV-01_____, s. 2020



ANNOUNCEMENT OF VACANCY

TO : All Interested Applicants

1. This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
2. Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

2.a ASSIGNMENT

Office	: Office of the Schools Division Superintendent (OSDS)
Section / Unit	: Personnel

2.b POSITION PROFILE

Position Title	: Administrative Officer II
Parenthetical Title	: Human Resource Management Officer I
Plantilla Item No.	: OSEC-DECSB-ADOF2-1020003-2019

2.c COMPENSATION

Salary Grade	: 11	Monthly Salary	: PhP 22,316.00
--------------	------	----------------	-----------------

2.d BENEFITS

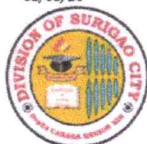
Holidays, Vacation, Healthcare, Compensatory Overtime Credits (COCs), Leave, Disability / Life Insurance, Bonuses, Allowances, and Retirement

2.e JOB DESCRIPTION

- Handles special payroll services such as but not limited to Special Hardship Allowance (SHA), Performance Based-Bonus (PBB), Loyalty, Mid-year and Year-end bonuses, and Service Recognition Incentive (SRI).
- In collaboration with the AO IV (HRMO II), monitors and prepares report on filled and unfilled items within the SDO.

KLG/fcc

02/03/20



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
 (086) 826-3075, 826-8931, and 826-1268
surigao.city@deped.gov.ph