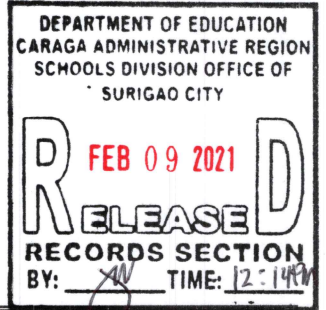




Republic of the Philippines  
Department of Education

Caraga Region  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



Office of the Schools Division  
Schools Division Superintendent

February 8, 2021

**DIVISION MEMORANDUM**

No. 034, s. 2021

**KEY RESULT AREA (KRA) OF ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)**

**TO : Assistant Schools Division Superintendent**  
**Curriculum Implementation Division Chief**  
**Schools Governance and Operations Division Chief**  
**This Division**

1. To ensure proper execution of the KRAs mandated for Administrative Officer II (Administrative Officer I) in the delivery of our Schools Division Office's (SDO) basic services to our valued internal stakeholders, it is deemed that all SDO human resource shall be informed of their integral functions, to wit:

**JOB SUMMARY**

This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.

**JOB DESCRIPTION**

KEY RESULT AREA (KRA)	DUTIES AND RESPONSIBILITIES
Personnel Administration	<ul style="list-style-type: none"> <li>➤ <i>Recruitment and Selection</i> <ul style="list-style-type: none"> <li>○ Provide human resources management support to school head and coordinate with Administrative Officer IV (HRMO II) of the SDO in the following HR-related functions:               <ul 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> </ul> </li> </ul> </li> <li>➤ <i>Personnel Records</i> <ul 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 loan and agency remittance advice (ARA) as may be delegated.</li> </ul> </li> </ul>

KLG/fcc

02/08/2021



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KEY RESULT AREA (KRA)	DUTIES AND RESPONSIBILITIES
<i>Personnel Administration</i>	<ul style="list-style-type: none"><li>➤ <i>Personnel Records</i><ul style="list-style-type: none"><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 the school head issues and concerns related hereto.</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></ul></li><li>➤ <i>Salary / Compensation and Benefits</i><ul 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 endorsement by the school head to the SDO.</li></ul></li><li>➤ <i>Other HR-related functions</i><ul 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 the performance management, rewards and recognition, and learning development policies and practices implementation in the school.</li><li>d. Prepare and submit HR-related reports to school head / HRMO.</li><li>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines.</li><li>f. Facilitate submission and approval by the SDS of Permit to Study of Profession, Authority to Travel, and other school requests for school personnel.</li></ul></li></ul>

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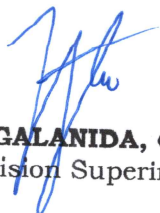
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KEY RESULT AREA (KRA)	DUTIES AND RESPONSIBILITIES
<i>Property Custodianship</i>	<ul style="list-style-type: none"> <li>a. Facilitate procurement of supplies, materials, equipment, etc. of the school based on the approved SIP / AIP or as directed by the school head.</li> <li>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</li> <li>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</li> <li>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li> <li>e. Prepare and submit reports on all property accountability of the school.</li> </ul>
<i>General Administrative Support</i>	<ul style="list-style-type: none"> <li>a. Assist the school head in the preparation of School Form 7 (SF 7) / loading of teachers.</li> <li>b. Assist the school planning team in the preparation of SIP / AIP.</li> <li>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc..</li> <li>d. Perform other functions as may be assigned by the immediate supervisor.</li> </ul>

2. Below are the other essential details, to wit:
  - 2.1.1 Immediate Supervisor - Public Schools District Supervisor
  - 2.1.2 DTR Signatory - Central School Head
3. **AO II (AO I)** shall be the **point person** to process transactions and submit documentary requirements relative to the foregoing KRAs, Duties and Responsibilities. Thus, other **school-based** human resource shall **refrain** from visiting the SDO to perform the same.
4. For your information and strict compliance.
5. Wide and immediate dissemination of this memorandum is highly desired.

  
**KAREN L. GALANIDA, CESO V**  
 Schools Division Superintendent

Enclosure : None  
 Reference/s : DepEd Job Description – Ver. 2  
 Allotment : 3 & 4

To be indicated in the perpetual index:

**DEPLOYMENT**

**ADMINISTRATIVE SUPPORT SERVICES**

**HUMANPOWER COMPLEMENT**

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