



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



"ANNEX A"

March 24, 2021

DIVISION MEMORANDUM
 No. AOV-20____, s. 2021

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)
Station	: Personnel Unit

2.b POSITION PROFILE

Position Title	: Administrative Officer IV
Parentetical Title	: Human Resource Management Officer II
Plantilla Item No.	: OSEC-DECSB-ADOF4-1020019-2014

2.c COMPENSATION

Salary Grade	: 15	Monthly Salary	: PhP 33, 575.00
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2.d BENEFITS

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

2.e JOB SUMMARY

➤ To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)
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M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
 (086) 826-3075, 826-8931, and 826-1268
surigao.city@deped.gov.ph



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2.f JOB DESCRIPTION

Key Result Area (KRA)	Duties and Responsibilities
<i>Recruitment, Selection and Placement</i>	<ul style="list-style-type: none"> ➤ Monitor and maintain list of current and future vacancies in the Schools Division based on retirement dates and inputs from HRD career planning and succession data so as to periodically apprise management of upcoming vacancies. ➤ Announce vacancies to appropriate media pursuant to existing CSC rules and regulations and accept applications for vacant positions. ➤ Conduct initial evaluation of qualification of applicants and candidate for PSB deliberation. ➤ Schedule applicants for interview by PSB and prepare supporting documents, data and materials needed in the selection process. ➤ Supervise and participate in the preparation of short listed qualified applicants and the line-up of applicants in the PSB deliberation. ➤ Compute and analyze the results of the PSB deliberation for them to be able to submit the short list of candidates for selection, including the one recommended for the position. ➤ Posts list of newly appointed/promoted employees pursuant to existing rules and regulations. ➤ Process hiring requirements for newly appointed personnel. ➤ Entertain queries and complaints on selection and appointments. ➤ Act as member of PSB to provide guidelines and opinions on recruitment, selection and hiring of personnel.
<i>Personnel Actions</i>	<ul style="list-style-type: none"> ➤ Process documents on personnel actions such as appointments, promotion, transfer, reclassification, separation, resignation and retirement and give copies to units and personnel concerned. ➤ Recommend actions to the SDS through the AOV to enforce personnel policies and regulations (e.g. reports of habitual absenteeism/tardiness) and prepares corresponding documents. ➤ Recommend to the management actions to be taken regarding grievances in conformity with existing rules and regulations and prepared corresponding documents.
<i>Salary Administration and Personnel Records</i>	<ul style="list-style-type: none"> ➤ Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. ➤ Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits. ➤ Compute necessary deduction for inclusion in the monthly payroll. ➤ Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA). ➤ Process and release special order for leaves, travel, transfers, reinstatements and non-compensatory time off of office personnel. ➤ Review claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action. ➤ Support the AOV in representing the SDO in personnel committees and provide the required assistance/documents needed in the implementation of compensation programs and practices.



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Key Result Area (KRA)	Duties and Responsibilities
<i>Benefits Administration</i>	<ul style="list-style-type: none"> ➤ Apply the latest issuances on personnel benefits and communicates them to employees. ➤ Compute vacation service credits of teachers for accrual of leaves. ➤ Compute Proportional Vacation Pay (PVP) and process payroll of teachers for payment. ➤ Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/ resigning employees for benefits payment purposes. ➤ Processes application for monetization of leave credits. ➤ Acts on application on leaves (sick, vacation, study, scholarships and training) for approval of the SDS.
<i>Human Resource Information System (HRIS) Management</i>	<ul style="list-style-type: none"> ➤ Maintain and update the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization. ➤ Process applications for upgrading and reclassification of position to maintain the accuracy and relevance of the organization staffing pattern. ➤ Maintain a complete and updated personnel records of SDO office personnel both in the HRIS and in the 201 file. ➤ Oversee the maintenance and updating of Human Resource Information Management System (HRIS) and generates reports on personnel data (from the HRIS) as requested for various human resource management and development decisions. ➤ Oversee the maintenance of a complete and updated record of Employee Performance Rating both in the HRIS and 201 file of employees as reference for various human resource management and development decisions. ➤ Certify records of employment for specific purpose (employment, scholarships, loans, and benefits)

2.g QUALIFICATIONS

Education	: Bachelors degree relevant to the job
Training	: Four (4) hours (relevant)
Experience	: One (1) year as (relevant)
Eligibility	: Career Service Professional (Second Level Eligibility)
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)



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2.h DOCUMENTARY REQUIREMENTS

- Letter of Intent (LoI) to apply (addressed to **Karen L. Galanida, PhD, CESO V**, Schools Division Superintendent thru **Gemma P. Sinday, LLB, Ed.D.**, Administrative Officer V (Human Resource Management Officer Designate)
- Recent fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-size picture and corresponding attachments (certificates)
- Performance Rating (3 consecutive years, if available)
- Original Certified Authenticated Copy of Certificate of Eligibility / Rating and License
- Original and photocopy of Transcript of Records (ToR) preferably with Certification, Authentication, and Verification (CAV) from the Commission on Higher Education (CHED)

Note: **INCOMPLETE** documentary requirements shall **NOT BE ENTERTAINED**.

2.i APPLICATION PROCESS

- Submit your portfolio to the Personnel Unit at the Schools Division Office of Surigao City, M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte or at **surigaocity.personnel@deped.gov.ph**.

Ø Deadline of submission is on or before Thursday, April 8, 2021.

3. Immediate dissemination of and strict compliance of this Memorandum is directed.


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

Enclosure/s: None

Reference/s : CS Form No. 9, Revised 2018 on March 23, 2021

To be indicated in the Perpetual Index
under the following subjects:

HUMAN RESOURCE MANAGEMENT
JOB VACANCY

HUMAN CAPITAL MANAGEMENT
EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE



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