



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

April 10, 2025

DIVISION MEMORANDUM

No. 17, s. 2025

CALL FOR APPLICANTS FOR 130 ADMINISTRATIVE OFFICER II (ADO2)
POSITIONS FOR FISCAL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Human Resource Merit, Promotion, and Section Board
School-based Administrative Officers (ADO2)
All Others Concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) and DepEd Order No. 007, s. 2023 re: *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, this Division hereby announces the **Call for Applicants for 130 Administrative Officer II Positions for FY 2025-2026**, as follows:

Vacant Position	Level/Station	Salary Grade /Basic Pay	No. of vacancies
Administrative Officer II	Elementary / School-based	11/1 P 30,024.00	121
Administrative Officer II	Junior High School/ School-based	11/1 P 30,024.00	9
Total			130

2. The following are the minimum Qualifications Standards for the above positions:

Position	Education	Experience	Training	Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Secondary Level Eligibility)

JOB SUMMARY:

This position is responsible for the implementation of effective and efficient **administrative support functions** particularly on **personnel administration** and **property custodianship in the school**. See attached Job Description.

3. Interested and qualified applicants regardless of gender or sexual preference, civil status, age, disability, religion, ethnicity, and membership in any indigenous community are invited to apply.



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telephone Nos: (055) 500 1020
Email Address: northernssamar@deped.gov.ph
Division Official Website: <https://northernssamar.deped.gov.ph>

4. The Schedule of Submission shall be **from April 28, 2025 to May 2, 2025**. All application folders/documents shall be submitted to the **school-based Administrative Officer (ADOF2) at the school nearest to the applicants** for initial evaluation, and attestation of the checklist of requirements and Omnibus Sworn Statement (*Annex C- see attached file*).
5. **The school-based Administrative Officer II (ADOF2)** shall refuse acceptance of any application beyond the above deadline set by this Memorandum.
6. **New applicants** shall submit in one (1) (**COLOR BLUE**) Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position - Level]** the following requirements, to wit:
 - a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, OIC-Schools Division Superintendent, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400;
 - b. Duly accomplish PDS (CS Form 212, revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of **Career Service Professional Eligibility** or equivalent eligibility and Photocopy of Certificate of Rating;
 - d. Photocopy of scholastic /academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - e. Photocopy of Certificate/s of Training, if applicable;
 - f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - g. Photocopy of latest appointment, if applicable;
 - h. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - i. Duly accomplished Checklist of Requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (*Annex C – see attached file*), and
 - j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and

- ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.
7. For those applicants who want to **retain** their rating from the last CAR RQA, they are required to submit the following documents in one (1) **(COLOR YELLOW)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position - Level]**:
- a letter of intent /request for '**retention**' of rating; and
 - certification of latest **CAR RQA rating last October 24, 2024, issued by the HRMPSB Secretariat.**
8. For those applicants who want to **update** their rating from last CAR RQA, they are required to submit the following documents in one (1) **(COLOR RED)** Folio size (8.5" x 13") folder with the label, **Pertinent Papers for Application for [Position - Level]**
- a letter of intent /request for '**updating**' of rating;
 - a certification of latest **CAR RQA rating last October 24, 2024, issued by the HRMPSB Secretariat;**
 - any Supporting documents to update Education, Training, or Experience (ETE) and
 - Duly accomplished Checklist of Requirements and Omnibus Sworn Statement (Annex C).
9. The **school-based Administrative Officer II (ADOF2)** shall after evaluation the application documents submitted **prepare an Initial Evaluation Results – Annex D** *see attached file*, **to be submitted to the Division HRM Office on or before May 14, 2025.**
10. The following schedule of activities shall be strictly observed:

Step	Activities	Schedule	Person Responsible
1	Interested and qualified applicants shall submit his/her complete application documents/requirements to the school-based Administrative Officer II (ADOF2)	April 28, 2025, to May 2, 2025	The applicant
2	The school-based Administrative Officer II (ADOF2) shall evaluate the documents submitted vis-à-vis the approve CSC Qualification Standards for the Administrative Officer II (ADOF2) Position and thereafter sign and attest the Checklist of Requirements and Omnibus Sworn Statement - <i>Annex C</i> The ADOF2 shall prepare an Initial Evaluation Results (IER) – Annex D <i>see attached file</i> , to be submitted to the Division HRM Office on or before May 14, 2025.	April 28, 2025, to May 2, 2025	School-based Administrative Officer II (ADOF2)

3	<p>Upon receipt of the Initial Evaluation Results (IER) from the school ADOF2, the HRM Officer shall notify all applicants via his/her email of the following:</p> <p>a. the assigned application code/application number for the applicant; and</p> <p>b. the result of the initial evaluation using</p> <p>Annex E for Qualified or Annex F for Disqualified Applicants.</p>	May 14, 2025	HRM Officer
4	<p>The HRMO shall also prepare and submit a consolidated Initial Evaluation Result (IER) to the HRMPSB for deliberation and posting.</p> <p>It shall comprise of List of Qualified and List of Disqualified Applicants, which shall be posted in three (3) conspicuous places in the Division Office.</p>	May 15, 2025	HRM Officer / HRMPSB and HRMPSB Secretariat

11. The Schedule of the Assessment and Evaluation of candidate applicants for Administrative Officer II shall be announced through a separate memorandum. The Criteria and point system for evaluative assessment for positions are as follows:

Criteria	Breakdown of Points
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishment	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI and Work Sample Test)	20
TOTAL	100

12. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR., CESO VI
 Schools Division Superintendent

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Office of the Position Applied For: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

INITIAL EVALUATION RESULT (IER)


Position: _____
Salary Grade and Monthly Salary: _____
Qualification Standards:
Education _____
Training _____
Experience _____
Eligibility _____

No.	Application Code	Names of Applicant	Personal Information									Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Address	Age	Sex	Civil Status	Religion	Disability	Ethnic Group	Email Address	Contact No.		Title	Hours	Details	Years		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		

Prepared and certified correct by:

(Name and signature)
Human Resource Management Officer
Date: _____

Notes and Instructions for the HRMO:
a) For the purpose of posting the IER, columns D to M shall be concealed in accordance with RA No. 10163 (Data Privacy Act). The only information that shall be made public are the application codes, qualifications of the applicants in terms of Education, Training, Experience, Eligibility, and Competency (if applicable), and remark on whether Qualified or Disqualified
b) If the information does not apply to the applicant, please put N/A.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Officer II	Salary Grade	11
Parenthetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School	Division	
Reports to	School head and AO V for Administrative Services in the SDO	Effectivity Date	
Positions Supervised	Administrative Assistants/Aides in the School	Page/s	
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.			
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</p> <p>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
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the schoolhead 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	<ul style="list-style-type: none"> a. Assist the schoolhead 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 schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc d. 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 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).**