



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

**Office of the Schools Division Superintendent**

April 6, 2026

DIVISION MEMORANDUM

No. 147, s. 2026

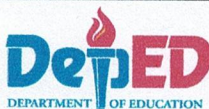
**CALL FOR APPLICANTS FOR ADMINISTRATIVE OFFICER II POSITION**

To: Assistant Schools Division Superintendent  
Chiefs, Functional Divisions  
Human Resource Management Officer  
Human Resource Merit, Promotion, and Section Board  
School and District Heads  
Others Concerned

1. In compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and DepEd Order No. 007, s. 2023, regarding the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Division hereby announces the Call for Applicants for Administrative Officer II position.
2. Interested applicants must meet the following Qualification Standards (QS) for the positions enumerated.

Position/s	Education	Training	Experience	Eligibility
Administrative Officer II  (SG 11)	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility

3. All interested and qualified applicants are invited to apply, regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or membership in an indigenous community.
4. Applicants shall submit their documents to the central school nearest their residence until **April 15, 2026**.
5. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.



Address: Mabini St., Brgy. Acacia, Catarman, Northern Samar, 6400

Telephone Nos: (055) 500 9102

Address: [northersamar@deped.gov.ph](mailto:northersamar@deped.gov.ph)

Division Official Website: <http://northersamar.deped.gov.ph>

6. New applicants shall submit, in one (1) folio-size (8.5" × 13") folder with tabbing, and labeled, **Pertinent Papers for Application for Administrative Officer II**, the following documentary requirements:
- a) Letter of Intent addressed to GAUDENCIO C. ALJIBE, JR. PhD, CESO V, Schools Division Superintendent, Department of Education, Northern Samar Division, Mabini St., Brgy. Acacia, Catarman, Northern Samar;
  - b) Duly accomplished PDS (CSC Form No. 212, Revised 2025) with Work Experience Sheet;
  - c) Photocopy of valid and updated PRC license/ID, if applicable;
  - d) Photocopy of Certificate of Eligibility/Rating, whichever is applicable;
  - e) Photocopy of scholastic/academic record (i.e. Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
  - f) Photocopy of Certificate of General Weighted Average in the highest academic/grade level earned; if available;
  - g) Photocopy of Certificate/s of training, if applicable;
  - h) Photocopy of duly signed Service Record, Contract of Service or Certificate of Employment, whichever is/are applicable;
  - i) Photocopy of latest appointment, if applicable;
  - j) Photocopy 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;
  - k) 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), not necessarily notarized, but is required to be sworn before any public officer authorized to administer oath;
  - l) Other documents 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 (j) is not relevant to the position to be filled, if applicable.
7. The District HR Focal shall assist the SDO in receiving applications. Upon receipt, he/she shall conduct an initial evaluation to ensure the completeness, authenticity, and veracity of the submitted documents before forwarding them to the **Personnel Unit** on **April 21, 2026**.

8. Applicants opting to **RETAIN** their points shall submit a letter of intent and a copy of their previous Individual Evaluation Sheet (IES). Applicants opting to **UPDATE** their points shall submit a letter of intent, a copy of their previous IES, and the documents to be updated to the **Personnel Unit** on or before **April 15, 2026**.
9. Applicants who failed to submit complete mandatory documents (a-j), except (k), on the set deadline indicated in this memorandum shall not be included in the official list of applicants.
10. All applicants are required to accomplish the form through the provided link or by scanning the QR code.



<https://forms.cloud.microsoft/r/pY2Cnt8XV0>

11. The criteria and point system for evaluative assessment for positions are as follows:


Criteria	Breakdown of Points for AO II
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)	20
<b>Total</b>	<b>100</b>

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

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO V..**  
 Schools Division Superintendent

- ENCLOSURE 1. LETTER OF INTENT  
 ENCLOSURE 2. ANNEX C  
 ENCLOSURE 3. JOB DESCRIPTION & KEY RESULT AREAS (KRAs) FOR AO II

DepEd Northern Samar  
**RELEASED**

By:   
 Date: **07 APR 2026**

Date: \_\_\_\_\_

**GAUDENCIO C. ALJIBE JR., PhD, CESO V**

Schools Division Superintendent

Schools Division of Northern Samar

Mabini St., Brgy. Acacia, Catarman, Northern Samar

Dear Sir:

I respectfully submit this Letter of Intent to apply for the position of **Administrative Officer II** in the Schools Division of Northern Samar.

In support of my application, I am hereby submitting the required documentary requirements for your reference.

I am confident that my qualifications, and skills will enable me to effectively perform the duties and responsibilities of the position.

*Please indicate the purpose of this application by checking the appropriate box below:*

**New Applicant**

**Retain Points**

Letter of Intent

Copy of previous Individual Evaluation Sheet (IES)

**Update Points**

Letter of Intent

Copy of previous Individual Evaluation Sheet (IES)

Documents to be updated

I am hopeful for your kind consideration of my application. Thank you very much.

Respectfully yours,

\_\_\_\_\_  
**Applicant**

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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.

 <p>Department of Education</p>	<p>JOB DESCRIPTION</p>	<p>JD No. _____</p>	<p>Revision Code: ____</p>
<p><b>Position Title</b></p>	<p>Administrative Officer II</p>	<p><b>Salary Grade</b></p>	<p><b>11</b></p>
<p><b>Parenthetical Title</b></p>	<p>Administrative Officer I</p>	<p><b>Governance Level</b></p>	<p>School</p>
<p><b>Unit</b></p>	<p>Elementary School or Junior High School</p>	<p><b>Division</b></p>	
<p><b>Reports to</b></p>	<p>School head</p>	<p><b>Effectivity Date</b></p>	
<p><b>Positions Supervised</b></p>	<p>Administrative Assistants/Aides in the School</p>	<p><b>Page/s</b></p>	
<p><b>JOB SUMMARY</b></p>			
<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>			
<p><b>QUALIFICATION STANDARDS</b></p>			
<p><b>A. CSC Prescribed Qualifications</b></p>			
<p>Education</p>	<p>Bachelor's degree relevant to the job</p>		
<p>Experience</p>	<p>None required</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level Eligibility)</p>		
<p>Trainings</p>	<p>None required</p>		
<p><b>B. Preferred Qualifications</b></p>			
<p>Education</p>	<p>Bachelor's degree relevant to the job</p>		
<p>Experience</p>	<p>None required</p>		
<p>Eligibility</p>	<p>Career Service Professional (Second Level Eligibility)</p>		
<p>Trainings</p>	<p>None required</p>		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Personnel Administration</b>	<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"> <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> </ol> <p>Personnel Records</p> <ol 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 loans and agency remittance advice (ARA) as may be delegated</li> <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 school head issues and concerns related thereto</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> </ol> <p>Compensation and Benefits</p> <ol 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 indorsement by the school head to the SDO</li> </ol> <p>Other HR-related functions</p> <ol 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 performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> </ol>

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.
<b>Property Custodianship</b>	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.
<b>General Administrative Support</b>	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.
<b>Financial Management</b>	a) Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> <li>• Cash disbursement register</li> <li>• Authority to debit/credit account</li> <li>• Liquidation reports including supporting documents</li> </ul> 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).**