



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

20 JUN 2025

**DIVISION MEMORANDUM**  
No. 278 s. 2025

**RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR VACANT  
ADMINISTRATIVE OFFICER II POSITIONS IN ELEMENTARY SCHOOLS &  
DIVISION OFFICE**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Secondary Schools  
All Others Concerned

1. This Office announces the recruitment, evaluation, and selection of applicants for Administrative Officer II positions in elementary schools and division office. Submission of folders shall be through the Records Section, this Division from **June 23, 2025 to 5:00 o'clock in the afternoon of July 4, 2025.**

2. The list of vacant positions, qualification standards, point system for evaluative assessment, timeline, duties and responsibilities, and checklist of documentary requirements are found in Enclosures No. 1-6.

3. Espousing the principles of merit, fitness for the job, and equal opportunity, this Office highly encourages interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.

4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order 007, s. 2023 titled ***“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”***.

5. Interested applicants shall submit the following documentary requirements or before the deadline indicated above, to wit:

- a. Letter of intent specifying the desired position and school where the vacancy exist, addressed to the Schools Division Superintendent, **ROEL F. BERMEJO**;
- b. Duly accomplished Personal Data Sheet (CSC Form 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;



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
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- 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 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;
- 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), subscribed before an officer authorized to administer the oath (Enclosure No.5), **to be attached on the first page of application documents**; and
- k. 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 date of last issuance of appointment.
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.

**Applicants who failed to submit the complete mandatory documents (items 5.a to 5.j) on the set deadline shall not be included in the pool of applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (item k) shall not warrant exclusion from the pool of official applicants (paragraph no. 21 of DO No. 007 s. 2023). No new or additional documents will be accepted after the deadline.

6. The assessment of these positions shall be based on the criteria per Enclosure No. 5 of DepEd Order No. 007 s. 2023:

- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. Performance based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- e. Outstanding accomplishments acquired after the last promotion;
- f. Application of Education acquired after the last promotion;
- g. Application of Learning and Development (L&D) acquired after the last promotion; and





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h. Potential measured using other evaluative assessments.

7. All documents must be orderly arranged based on the Checklist of Requirements (Annex C) **with side tabbing and Table of Contents** in a color-coded folder as follows:

- a. Administrative Officer II (Elementary) - White
- b. Administrative Officer II (Division Office – Personnel) - Green

The front cover of each folder should contain information such as:

- a. Applicant's Name
- b. Address
- c. Position and Preferred Place of Assignment
- d. Contact Number

Each document must have a **page number at the bottom (E.g.: Page 1 of 30)** to ensure no additional documents will be inserted after the submission.

8. All applicants are required to register and encode pertinent information using the link <https://bit.ly/JoinMeNonTeaching>. Upon registration, a confirmation message with a link will be shown to generate the application code. The unique **application code** will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.

9. Applicants must bring their original documents during the open ranking/ validation process for verification purposes and determination of the authenticity of all the documents presented to be conducted within three (3) days after the written examination.

10. Applicants are enjoined to strictly observe these guidelines in the submission of documents related to the filling up of vacant positions. The Omnibus Sworn Statement duly signed by the applicants signify their full responsibility and accountability to the completeness, authenticity and veracity of the documents submitted. ***Any false and fraudulent documents submitted shall be ground for disqualification.***

11. Scanned copies of the application documents should be uploaded to the link <https://bit.ly/SDOCAPIZUploadDoc>.

12. Qualified applicants will be notified to undergo the interview, written examination and ICT skills demonstration through email and/or messenger/text message which will be announced later. Applicants must bring their laptop, extension cord and own pocket or portable wi-fi on this scheduled day.

13. Applicants must bring their original documents during the evaluation for verification purposes and determination of authenticity of all documents being presented.



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14. The period covered for creditable points for outstanding accomplishments, awards, participation in training/ seminar, etc. is from the date of the last promotion up to **July 4, 2025**.
15. Expenses of the Division HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
16. Immediate dissemination of this Memorandum is desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: As stated  
Reference: DepEd Order (No.007 s. 2023)

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

EVALUATION      RANKING      RECRUITMENT      SELECTION



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Enclosure No. 1 to SDM No. 278 s. 2025

**LIST OF VACANT POSITION**

Position	Number of Items	Place of Assignment	District
Administrative Officer II (Elementary)	107	1. Cuartero ES	Cuartero
		2. Lunayan ES	Cuartero
		3. Mahabang Sapa ES	Cuartero
		4. Mainit ES	Cuartero
		5. San Antonio ES	Cuartero
		6. Sinabsaban ES	Cuartero
		7. Vicente Fabuna ES	Cuartero
		8. Alfonso Espiritu PS	Dao
		9. Dao ES	Dao
		10. Doroteo Eslaban ES	Dao
		11. Ilas Norte ES	Dao
		12. Nicanor Escutin ES	Dao
		13. Tabuc ES	Dao
		14. Arsenio R. Frial ES	Dumalag
		15. Buntog ES	Dumalag
		16. Dr. Laureano R. Frial IS	Dumalag
		17. San Miguel ES	Dumalag
		18. Agbatuan ES	Dumarao
		19. Agmalate ES	Dumarao
		20. Agsirab ES	Dumarao
		21. Astorga ES	Dumarao
		22. Badbaranan ES	Dumarao
		23. Cabangahan ES	Dumarao
		24. Calapawan ES	Dumarao
		25. Dacuton ES	Dumarao
		26. Dumarao ES	Dumarao
		27. Lawaan ES	Dumarao
		28. Malonoy ES	Dumarao
		29. San Juan ES	Dumarao
		30. Sibariwan ES	Dumarao
		31. Taslan ES	Dumarao
		32. Tina ES	Dumarao
		33. Tinaytayan ES	Dumarao
		34. Agbun-od IS	Jamindan





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	35. Aglibacao PS	Jamindan
	36. Agloloway ES	Jamindan
	37. Agtupgop ES	Jamindan
	38. Camp Jamindan ES	Jamindan
	39. Francisco C. Vacaro IS	Jamindan
	40. Jagnaya ES	Jamindan
	41. Jamindan ES	Jamindan
	42. Linambasan ES	Jamindan
	43. Lucero ES	Jamindan
	44. Masnang PS	Jamindan
	45. Milan ES	Jamindan
	46. North Lucero PS	Jamindan
	47. San Jose ES	Jamindan
	48. Sto. Rosario PS	Jamindan
	49. Ubog ES	Jamindan
	50. Aglimocon ES	Maayon
	51. Alasaging ES	Maayon
	52. Bongbongan ES	Maayon
	53. East Villaflores ES	Maayon
	54. Guinbualan IS	Maayon
	55. Maalan PS	Maayon
	56. New Guia ES	Maayon
	57. Quinabonglan ES	Maayon
	58. Tuburan ES	Maayon
	59. West Villaflores ES	Maayon
	60. Cala-agus ES	Mambusao East
	61. Agkawayan IS	Mambusao West
	62. Mambusao ES	Mambusao West
	63. Pangpang Sur PS	Mambusao West
	64. Pinay ES	Mambusao West
	65. Bantigue ES	Panay
	66. Jamul-Awon ES	Panay
	67. Lanipga PS	Panay
	68. Blasco PS	Pilar
	69. Dayhagan IS	Pilar
	70. Guise IS	Pilar
	71. Pedro A. Bernas ES	Pilar
	72. San Antonio ES	Pilar
	73. Tabun-acan ES	Pilar
	74. Yating ES	Pilar



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		75. Agbanog ES	Pontevedra
		76. Gabuc ES	Pontevedra
		77. Badiangon ES	President Roxas
		78. Bayuyan ES	President Roxas
		79. Cubay-Ibaca ES	President Roxas
		80. Pres. Roxas East ES	President Roxas
		81. Sangkal ES	President Roxas
		82. Agtatacay Norte ES	Sapian
		83. Agtatacay Sur ES	Sapian
		84. Bulon PS	Sapian
		85. Damayan ES	Sapian
		86. Guibongan ES	Sapian
		87. Lonoy ES	Sapian
		88. Cogon ES	Sigma
		89. Eleodoro Ponsaran IS	Sigma
		90. Sigma CES	Sigma
		91. Abangay ES	Tapaz East
		92. Bato-Bato PS	Tapaz East
		93. Hilwan PS	Tapaz East
		94. Lahug PS	Tapaz East
		95. Libertad ES	Tapaz East
		96. Maliao ES	Tapaz East
		97. Nayawan PS	Tapaz East
		98. Sinunod ES	Tapaz East
		99. Siya ES	Tapaz East
		100. Sta. Petronila ES	Tapaz East
		101. Wright ES	Tapaz East
		102. Agcococ ES	Tapaz West
		103. Agpalali ES	Tapaz West
		104. Cristina ES	Tapaz West
		105. Daan Sur ES	Tapaz West
		106. Gibato ES	Dumarao
		107. Tabon ES	Tapaz West
Administrative Officer II (Division Office – Personnel Section)	1	1. Division Office – Personnel Section	N/A



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Enclosure No. 2 to SDM No. 278 s. 2025

**APPROVED CSC QUALIFICATION STANDARD (QS)**

Position Title	SG	Education	Training	Experience	Eligibility
<b>ADMINISTRATIVE OFFICER II (ELEMENTARY)</b>	<b>11</b>	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility
<b>ADMINISTRATIVE OFFICER II (DIVISION OFFICE – PERSONNEL SECTION)</b>	<b>11</b>	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility



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Enclosure No. 3 to SDM No. 278 s. 2025

**POINT SYSTEM FOR EVALUATIVE ASSESSMENT  
(Non-Teaching Positions)**

Criteria	Breakdown of Points
	SG 10-23 and SG 27
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
<b>Total</b>	<b>100</b>



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Enclosure No. 4 to SDM No. 278 s. 2025

**TIMELINE**

DATE	ACTIVITIES	VENUE	PERSONNEL INVOLVED
June 23 to July 4, 2025; 8:00am to 5:00pm	Submission of Application of Documents (Hardcopy) to the <b>Division Office</b>	Division Office – Records Section	Applicants Records Section Staff
June 30, 2025	Virtual Orientation of Applicants	MS Teams	Division HRMPSB
July 7 to July 17, 2025	Conduct of Initial Evaluation Based on Qualification Standards (QS)	Division Multi-Purpose Hall	District Sub-Committee HRMO & Division HRMPSB Secretariat
July 18, 2025	Issuance/ Posting of List of Qualified Applicants based on IER	District Office	District Sub-Committee HRMPSB Secretariat
July 21 to July 23, 2025	Schedule of Written Test, Skill Test, Work Sample Test, & Interview	Division Multi-Purpose Hall	HRMPSB Secretariat
July 24 to July 25, 2025	Open Ranking System	Division Multi-Purpose Hall	Division HRMPSB & Secretariat
July 28 to July 30, 2025	Preparation of Final CAR-RQA of Applicants	Office of the ASDS	Division HRMPSB & Secretariat
July 31, 2025	Posting of the CAR-RQA of Applicants		Division HRMPSB & Secretariat



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.



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Enclosure No. 6 to SDM No. 278 s. 2025

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	<b>11</b>
<b>Parentetical Title</b>	Administrative Officer I	<b>Governance Level</b>	School
<b>Unit</b>	Elementary School or Junior High School	<b>Division</b>	
<b>Reports to</b>	School head	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	Administrative Assistants/Aides in the School	<b>Page/s</b>	

JOB SUMMARY	
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.	
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

Job Description – Ver. 2

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<b>Personnel Administration</b>	<p><b>Recruitment and Selection</b>          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> <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> <p><b>Personnel Records</b></p> <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 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> </ul> <p><b>Compensation and Benefits</b></p> <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 indorsement by the school head to the SDO</li> </ul> <p><b>Other HR-related functions</b></p> <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 performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> </ul>






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Job Description – Ver. 2

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"><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/Practice of Profession, Authority to Travel, and other school requests for school personnel.</li></ul>
Property Custodianship	<ul style="list-style-type: none"><li>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on 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>
General Administrative Support	<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 School Head.</li></ul>
Financial Management	<ul style="list-style-type: none"><li>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></li><li>b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</li><li>c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</li><li>d) Provide assistance to other financial-related task of the School Head.</li><li>e) Perform other functions as may be assigned by the School Head.</li></ul>



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 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	<b>11</b>
<b>Parentetical Title</b>	Human Resource Management Officer I	<b>Governance Level</b>	Schools Division Office
<b>Unit</b>	Administrative Unit - Personnel Section	<b>Division</b>	OSDS
<b>Reports to</b>	Administrative Officer IV	<b>Effectivity Date</b>	
<b>Positions Supervised</b>		<b>Page/s</b>	
<b>JOB SUMMARY</b>			
The position shall be responsible in the processing of payroll and other payroll-related services at the SDO. It shall also provide assistance in the monitoring and preparation of reports on filled and unfilled teaching and non-teaching items within the SDO			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
<b>B. Preferred Qualifications</b>			
Education			
Experience	1 year relevant experience in personnel administration		
Eligibility			
Trainings	4 hours relevant training		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>SALARY ADMINISTRATION AND PERSONNEL RECORDS</b>	<ul style="list-style-type: none"> <li>Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.</li> <li>Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits.</li> <li>Compute necessary deduction for inclusion in the monthly payroll.</li> <li>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))</li> <li>Assist in the processing and release special order for leaves, travel, transfers, reinstatements and non-compensatory time off of office personnel.</li> <li>Compute claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action.</li> </ul>
<b>BENEFITS ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>Draft memoranda on latest issuances on personnel benefits</li> <li>Assist the Admin. Officer II (School) in the computation of vacation service credits of teachers for accrual of leaves.</li> <li>Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes</li> <li>Processes application for monetization of leave credits</li> <li>Recommend necessary actions on application for leaves (sick, vacation, study, scholarships and training).</li> </ul>
<b>PERSONNEL INFORMATION SYSTEM</b>	<ul style="list-style-type: none"> <li>Maintain and update the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization.</li> <li>Maintain a complete and updated personnel records of SDO office personnel both in the HRIS and in the 201 file.</li> <li>Assist in 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.</li> <li>Assist in 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.</li> </ul>
<b>OTHER DUTIES</b>	<ul style="list-style-type: none"> <li>Perform other functions as may be assigned by the immediate supervisor.</li> </ul>