



Republic of the Philippines
Department of Education
 Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
 Superintendent**

April 22, 2022

DIVISION MEMORANDUM
 No. 0261 s. 2022

**DUTIES AND RESPONSIBILITIES AND MONTHLY TRAVEL CLAIM RATES
 OF ADMINISTRATIVE OFFICER II DEPLOYED TO ELEMENTARY SCHOOLS
 (DISTRICT), NON-IMPLEMENTING UNIT SECONDARY SCHOOLS AND
 IMPLEMENTING UNIT SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendents
 Chief - CID
 Chief - SGOD
 Public Schools District Supervisors
 School Principals/Heads
 Administrative Officer II
 All Others Concerned

1. Relative to the conduct of On-Boarding Orientation to the Newly Hired Administrative Officer II last March 30-31, 2022, and in reference to DepEd Central Office Compendium of DepEd Office Functions and Job Descriptions and DM-HROD-2021-0171 dated September 03, 2021 on the Deployment of Administrative Officer II Items to Public Elementary and Secondary Schools for FY 2021, this Office formally announces the duties and responsibilities of Administrative Officer II deployed to Elementary Schools (Schools), Non-Implementing Unit Secondary Schools and Implementing Unit Secondary Schools.

2. The **Administrative Officer II (AO II)** position shall perform the following functions:

KEY RESULT AREAS (KRAs)	DUTIES AND RESPONSIBILITIES
Personnel Administration	<p><i>Recruitment and Selection</i></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> <p>a. Recruitment and selection of applicants in the school/ district assigned;</p> <p>b. Promotion and deployment of personnel in the assigned school/ district by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment;</p> <p>c. Prepare ERF of qualified teachers and submit to SDO for processing.</p>



	<p><i>Personnel Records</i></p> <ol style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school/district personnel; 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; c. Consolidate daily time record (DTR) of school/district personnel and prepare monthly report of service (Form 7); d. Monitor and record attendance/absence of school/district personnel and report to school head/PSDS issues and concerns related thereto; e. Acts on application for leaves of school/district personnel and facilitate recommendation by the school head and approval by the SDS (Refer to DM 499, s.2020); f. Update vacation service/leave credits of school/district personnel and regularly communicate to all concerned; g. Maintain the confidentiality of personal information of school/district personnel to which he/she has legal access; 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. <p><i>Compensation and Benefits</i></p> <ol style="list-style-type: none"> 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); b. Monitor and prepare notices for step increments and adjustments of school/district personnel and submit to HRMO for checking and verification; c. Process retirement/separation benefits of school/district personnel for indorsement by the school head/PSDS to the SDO. <p><i>SDO Other HR-related functions</i></p> <ol style="list-style-type: none"> a. Update school/district personnel of the latest HR-related policies; b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school/district; c. Assist the school head/PSDS in performance management, rewards and recognition, and learning development policies and practices implementation in the school/district; 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	<ol 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 school head;



	<p>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility;</p> <p>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials;</p> <p>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school/district;</p> <p>e. Prepare and submit reports on all property accountability of the school/district.</p>
General Administrative Support	<p>a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers;</p> <p>b. Assist the school planning team in the preparation of SIP/ AIP;</p> <p>c. Provide general administrative support to school head/PSDS and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc;</p> <p>d. Perform other functions as may be assigned by the immediate supervisor.</p>
Financial Management	<p><i>Financial-related Functions</i> District AO-II</p> <p>a. Monitor the status of cash advances and liquidations of Schools' MOOE and other program funds downloaded on a monthly basis.</p> <p>b. Prepare monthly Bank Reconciliation Statement (BRS) to all schools having checking account (Non-Implementing Elementary and Secondary Schools) in order to (a) check correctness of both the bank's and school records (b) serve as a deterrent to fraud and (c) enable school/bank to take up charges or credits recognized by the school/bank but not yet known to the school/bank.</p> <p>c. Perform other functions as may be assigned by the SDO Accounting Unit.</p> <p><i>Implementing Unit-Secondary School AO-II</i></p> <p>a. Monitor the status of liquidation of School Cash Advances and liquidation of all cash advances downloaded to the School from the School Division Office on a monthly basis.</p> <p>b. Certify that expense/cash advance is necessary and lawful.</p> <p>c. Perform other functions as may be assigned by the SDO Accounting Unit.</p>

3. In the discharge of the above-listed duties and responsibilities of the Administrative Officer II, this Office authorizes the reimbursement of monthly travel expenses subject to the usual accounting, auditing rules and regulations. The allowable monthly ceiling rates of monthly travel claims effective **January 2022** are as follows:

CD 1	MONTHLY CEILING RATE	CHARGEABLE AGAINST
District AO-II handling Elementary and Secondary Schools	P1,000.00	SDO MOOE



AO-II handling Non-Implementing Unit Secondary School/s	P1,000.00	School MOOE
AO-II handling Implementing Unit Secondary School	P1,000.00	School MOOE
Note: The above monthly travel rate will apply to San Isidro, Loboc, Loay, Lila and Dimiao Districts.		

CD 2 and 3	MONTHLY CEILING RATE	CHARGEABLE AGAINST
District AO-II handling Elementary and Secondary Schools	P1,500.00	SDO MOOE
AO-II handling Non-Implementing Unit Secondary School/s	P1,500.00	School MOOE
AO-II handling Implementing Unit Secondary School	P1,500.00	School MOOE
Note: Except to San Isidro, Loboc, Loay, Lila and Dimiao Districts, rates of CD1 shall apply.		

- 3.1. The supporting documents must be submitted in original copy, such as:
- Itinerary of Travel - Appendix A of Government Accounting Manual (GAM)
 - Certificate of Travel Completed - Appendix B of Government Accounting Manual (GAM)
 - Authority to Travel/Locator Slip
 - Division Memorandum (if applicable)
 - Bus tickets or Certification of Expenses Not Requiring Official Receipts
 - Certificate of Appearances
 - Monthly Accomplishment Report

3.2 Monthly travel claims chargeable against Schools Division Office MOOE must be submitted not later than every 10th following the applicable month to the Internal Audit Services.

4. For the information, guidance and compliance of all concerned.

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BIANITO A. DAGATAN EdD CESO V
 Schools Division Superintendent *[Signature]*

