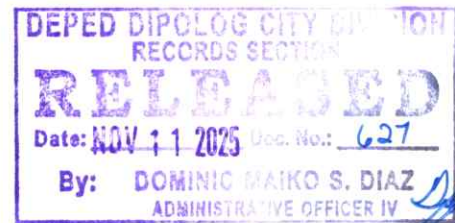




Republic of the Philippines  
Department of Education  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum  
No. 627, s. 2025

November 10, 2025

**CALL FOR APPLICATIONS FOR ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE AIDE VI POSITIONS**

**TO: All School Division Office Personnel  
All Concerned Personnel  
This Division**

This office hereby commences the call for applications for the following positions with the schedule set hereunder namely;

Classification/Level	Positions	SALARY GRADE (MONTHLY SALARY)	No. of Item/s	Place of Assignment
Non-teaching	Administrative Officer II	11 (P30,024.00)	1	Virginia ES ( <i>clustered Kepyianan ES</i> )
Non-teaching	Administrative Assistant II (FINANCE-RELATED)	8 (P21,448.00)	5	DIPOLOG CITY NHS/AQUMATSHS/SI CAYAB NHS/GALAS NHS TBA (ELEM)
Non-teaching	Administrative Aide VI	6 (P18,957.00)	2	Division Office

Furthermore, this ranking is **open to all applicants regardless of gender, civil status, sexual orientation, gender identity and expression, disability, religion, ethnicity, or political affiliation, provided they meet the minimum requirement.**

Aspiring applicants must first **Register Online** using their **Google Mail (GMAIL)** at the link below:

<https://bit.ly/4qRxuRG>

Address your application letter to the Schools Division Superintendent, **MA. LIZA R. TABILON, EDD, CESO V** and submit the pertinent documents to Personnel Officer LOVE L. RICAFORT thru the Records Section not later than **November 18, 2025, until 5:00 in the afternoon**. Download and affirm the **Checklist of Requirements** for the authenticity and veracity of the documents submitted.

To facilitate efficient processing, please ensure that all documents are **sequenced and tabbed**. Additional documents are welcome **only within the deadline** to be included in the review.

For guidance as to the criterion and computation of points, all interested applicants are enjoined to peruse the following references:

Positions	References
NONTEACHING POSITIONS	DepEd Order No. 007, s. 2023



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Below is the minimum qualification standard required for the said positions.  
Please be guided accordingly.

QUALIFICATION STANDARD					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency
ADMINISTRATIVE OFFICER II	Bachelor's degree relevant to the job	None required	None required	CSP (2 <sup>nd</sup> level eligibility)	Personnel Administration, Property Custodianship, and General Administrative Support
ADMINISTRATIVE ASSISTANT II (FINANCE-RELATED)	Completion of 2 years in college (prior to 2018) or Completion of grade 12/senior high school (starting 2016)	4 hours relevant training	1 year relevant experience (finance-related)	Career Service (Sub-professional) First Level Eligibility	Cash and Check handling, Financial recordkeeping, Financial Reporting and Documentation
ADMINISTRATIVE AIDE VI	Completion of 2 years in college (prior to 2018) or Completion of grade 12/senior high school (starting 2016)	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	Written and verbal communication skills; Clerical support;

Attached in this memorandum are the Job Descriptions of each position.  
Schedule of ranking and interview will be announced in a separate memorandum.

For information and widest dissemination of this Memorandum is desired.

  
**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent



 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
<b>Position Title</b>	Administrative Officer II	<b>Salary Grade</b>	11
<b>Parenthetical 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>	
<b>JOB SUMMARY</b>			
<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>			
<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	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
<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>recruitment and selection of applicants in the school assigned</li> <li>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>Prepare ERF of qualified teachers and submit to SDO for processing</li> </ol> <p>Personnel Records</p> <ol style="list-style-type: none"> <li>Update regularly 201 files and maintain database of personal information of school personnel</li> <li>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>Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li> <li>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>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>Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li> <li>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>Update school personnel of the latest HR-related policies</li> <li>Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li> <li>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).**

 Department of Education	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
<b>Position Title</b>	Administrative Aide VI	<b>Salary Grade:</b>	<b>6</b>
<b>Parentetical Title</b>	Data Entry Machine Operator	<b>Governance Level</b>	Schools Division
<b>Unit/Division</b>	OSDS- Administrative Unit	<b>Office/Bureau/Service</b>	
<b>Reports to</b>	Administrative Officer V	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	None	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
To provide clerical and secretariat support to AOV and administrative services function.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
<b>B. Preferred Qualifications</b>			
Education	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>		
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
<b>Schedules Administrative Service Activities</b>	<ul style="list-style-type: none"> <li>• Schedules/calendars meetings/appointments/training/workshops</li> </ul>
<b>Records and Files</b>	<ul style="list-style-type: none"> <li>• Documents/communications received, routed , tracked</li> <li>• Filing system created, and maintained</li> <li>• Documents filed, retrieved, archived to Records Office or disposed as needed</li> <li>• Comprehensive and complete minutes of meetings/agenda attended</li> <li>• Daily attendance of Administrative Service Staff (to establish staff location)</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Encoded documents</li> <li>• Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li> <li>• Supporting documents, petty cash, documents/forms</li> </ul>
<b>Seceretariat and Frontline</b>	<ul style="list-style-type: none"> <li>• Travel bookings made</li> <li>• Appointment, venue, meals arranged</li> <li>• Received/routed calls</li> <li>• Visitors responded to</li> <li>• Follow through on inquiries</li> </ul>



 Department of Education	<b>JOB DESCRIPTION</b>	JB No. _____	Revision Code: 00
<b>Position Title</b>	Administrative Aide VI	<b>Salary Grade:</b>	<b>6</b>
<b>Parentetical Title</b>		<b>Governance Level</b>	Schools Division Office
<b>Unit/Division</b>	OSDS- Administrative Unit- Personnel	<b>Office/Bureau/Service</b>	
<b>Reports to</b>	Administrative Officer IV- Personnel	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	None	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
<b>B. Preferred Qualifications</b>			
Education	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>		
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
RECRUITMENT, SELECTION AND DOCUMENTATION	<ul style="list-style-type: none"> <li>Prepare lists of vacancies for publication pursuant to CSC rules and regulations</li> <li>Provide job description of vacant positions with specific qualifications required by the requesting unit</li> </ul>



KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Gather and file applications received using systematic indexing and file documents submitted by applicants</li> <li>• Prepares appointments papers of selected applicants</li> <li>• Validate PRC license for appointment via PRC online and send official communication in case said licence can't be viewed online</li> <li>• Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)</li> </ul>
<b>PERSONNEL ACTIONS</b>	<ul style="list-style-type: none"> <li>• Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel.</li> <li>• Prepare list of teachers qualified to be reclassified base on approved ERFs</li> <li>• Prepare notice of promotion and appointment as instructed.</li> <li>• Prepare drafts of special orders for signature of management</li> <li>• Keeps records of GSIS –ARA for future reference.</li> <li>• Prepares RAI for submission to CSC upon approval of management.</li> <li>• Record and files all issuances on salary schedules and other employees benefits</li> </ul>
<b>SALARY ADMINISTRATION AND PERSONNEL RECORDS</b>	<ul style="list-style-type: none"> <li>• Gathers and collates payroll files from district offices to be forwarded to RPSU</li> <li>• Records and files attendance of officers and employee</li> <li>• Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed.</li> <li>• Process, Prepares and releases Special order of Leave and Re-statement of leave application</li> </ul>
<b>BENEFITS ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Receive and record on leave card, application for monetization of leave credits</li> <li>• Receive application for leave (sick, vacation, scholarships and training) and records for processing.</li> <li>• Receive, process and update leave credits of employees and vacation service credits of teachers</li> <li>• Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees</li> <li>• Validate/Verify Provident, PAG-IBIG and other loans from private lending institutions</li> <li>• Receive and process loan applications for DepEd Provident Fund Program</li> </ul>
<b>PERSONNEL INFORMATION SYSTEM</b>	<ul style="list-style-type: none"> <li>• Receive and accept application for upgrading and reclassification of positions</li> <li>• Keep a complete and updated information of all officials and employees and relevant records in their 201 files</li> <li>• Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files</li> </ul>

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"><li>• Receive requests for service records, updates and prepares document for release upon approval of AOIV for Personnel</li><li>• Records and releases documents after personnel action</li><li>• Prepare certificate of employment</li><li>• Collate and file performance ratings</li><li>• Tabulate and print performance rating of all employees for PBB and PIB</li></ul>

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
<b>Position Title</b>	Administrative Assistant II	<b>Salary Grade</b>	<b>8</b>
<b>Parentetical Title</b>		<b>Governance Level</b>	Schools Division Office/IU Secondary School
<b>Unit</b>	Accounting/Budget/Implementing Unit (IU) Secondary School / <b>District Schools</b>	<b>Division</b>	OSDS
<b>Reports to</b>	Senior Bookkeeper/Accountant/School Head	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	N/A	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education	Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting		
Experience	1 year relevant experience in accounting activities/tasks		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		



**NOTE:** Determination of work assignments of the incumbent ADAS II, shall be the task of his/her immediate superior, based on the duties and responsibilities enumerated below.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Accounting Services</b>	<p><b>Assist the Senior Bookkeeper/School Head in the performance of the following:</b></p> <ul style="list-style-type: none"> <li>• Preparation/maintenance of registries of allotment and obligations</li> <li>• Preparation of financial and accountability reports and maintenance of subsidiary ledgers</li> <li>• Preparation of liquidation of cash advances</li> <li>• Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>• Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division</li> <li>• Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>• Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.</li> </ul>
<b>Budgeting Services</b>	<p><b>Budgeting System</b></p> <ul style="list-style-type: none"> <li>• Assist in the conduct of orientations and workshops on the budgeting system</li> <li>• Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li> </ul> <p><b>Budget Preparation</b></p> <ul style="list-style-type: none"> <li>• Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li> <li>• Provide clerical support in the preparation of budget proposals</li> <li>• Act as Liaison Officer to DBM, NEDA and other oversight bodies</li> <li>• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li> <li>• Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li> </ul>

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<p><b>Budget Execution</b></p> <ul style="list-style-type: none"><li>• Assist in gathering of data needed in the preparation of cost efficiency computations</li><li>• Prepare data needed to approve obligation requests</li><li>• Gather data needed to evaluate and prepare status report on budget utilization</li><li>• Prepares documents to approve fund transfer to other operating units</li></ul> <p><b>Budget Accountability and Reports</b></p> <ul style="list-style-type: none"><li>• Gather data needed in the preparation of budget accountability reports</li></ul>