



January 17, 2020



UNNUMBERED MEMORANDUM

**SUBJECT: DEPLOYMENT AND FILLING-UP OF THE NEWLY-CREATED ADMINISTRATIVE OFFICER II
(HUMAN RESOURCE MANAGEMENT OFFICER I) ITEMS**

**TO: All Schools Division Superintendents
Assistant Schools Division Superintendents
This Region**

1. The Department of Budget and Management has approved DepEd's request for the creation of **Administrative Officer II (SG-11)** position, to be deployed at the **Schools Division Offices – Personnel Unit**.
2. Specified below is the work station, allocation, and the duties and responsibilities of AO II (HRMO I) items:

Office Assignment	No. of Items Allocated	General Duties and Responsibilities
SDO-Personnel Unit	One (1) AO II item for Small, Medium and Large SDOs	1. Handles special payroll services; 2. In collaboration with the AO IV (HRMO II), monitor and prepare report on filled and unfilled teaching and non-teaching items within the SDO

3. The SDOs may now commence with the posting, screening, and selection of the qualified applicants. All are directed to strictly adhere to current existing hiring guidelines of the Department. Qualification Standards (QS) shall be in accordance with CSC prescribed qualification requirements for the position.
4. The report on the status of filling up of AO II items shall be submitted to this Office through caraga.personnel@deped.gov.ph by March 31, 2020.
5. For information and strict compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC, Office of the Regional Director

PS/srp
01/17/2020



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DepEdRO13-F-REC-013/R2/9-4-2019



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[caraga.deped.gov.ph](https://www.facebook.com/caraga.deped.gov.ph)



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

DEPARTMENT OF EDUCATION
RECORDS DIVISION

MEMORANDUM
DM-PFO-2020-00003

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By: *[Signature]* Date: 14 JAN 2020

TO: All Regional Directors
All Schools Division Superintendents
CO-Personnel Division
CO-Accounting Division
All Others Concerned

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FROM: *[Signature]*
JESUS L.R. MATEO
Undersecretary

SUBJECT: DEPLOYMENT AND FILLING UP OF THE 245 NEWLY-CREATED
ADMINISTRATIVE OFFICER II (HUMAN RESOURCE OFFICER I) ITEMS

DATE: 02 January 2020

1. The Department of Education (DepEd) recognizes the need for effective and efficient delivery and utilization of the department's financial and human resources. In this regard, the DepEd requested for the creation of ADMINISTRATIVE OFFICER II positions, with Salary Grade (SG) 11.
2. The Department of Budget and Management (DBM) in its letter dated November 15, 2019, copy attached, has approved the creation of TWO HUNDRED FORTY FIVE (245) ADMINISTRATIVE OFFICER II (Human Resource Officer I), to be deployed at the Schools Division Offices-Personnel Unit, Regional Offices-Personnel Section, Central Office-Personnel Division and Accounting Division, the allocation of which is detailed in the letter and enclosure to this Memorandum.
3. Consistent with the existing procedure on the creation of non-teaching positions for DepEd, the DBM Regional Offices (ROs) and the Organization, Position Classification and Compensation Bureau (OPCCB) will issue the corresponding Notice of Organization Staffing and Compensation Action (NOSCA) directly to DepEd SDOs, ROs, and CO.
4. Specified in the table below is the work station, allocation, and the duties and responsibilities of AO II (HRMO I) items:

Office Assignment	No. of Items Allocated	General Duties and Responsibilities
SDO-Personnel Unit	One (1) AO II item for Small, Medium and Large SDOs	1. Handle special payroll services; 2. In collaboration with the Administrative Officer IV (Human Resource Management Officer II),
	Two (2) AO II items for Very Large SDOs	

BHROD-OED/Ricafort

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BY: *[Signature]* 10:35
RON MARK T. FLORES

Office Assignment	No. of Items Allocated	General Duties and Responsibilities
		monitor and prepare report on filled and unfilled teaching and non-teaching items within the SDO
RO-Personnel Section	One (1) AO II item for Small and Medium ROs	1. Alignment of payroll management and report consolidation; 2. In collaboration with the AO IV (HRMO II) at the SDOs, monitor and prepare report on filled and unfilled teaching and non-teaching items within the RO
	Two (2) AO II items for Large ROs	
CO-Personnel Division	Four (4) AO II items	1. Take charge of agency-wide management and maintenance of the DepEd Payroll System; 2. In collaboration with HRMOs DepEd-wide, monitor and prepare report on filled and unfilled teaching and non-teaching items; 3. Regular collaboration with the Information and Communications Technology Service (ICTS) in addressing system design and requirements; and 4. Provision of capacity-building and technical assistance to all implementing offices and conduct of all operational processes and regulations.
CO-Accounting Division	Two (2) AO II items	1. Responsible for addressing all payroll-related concerns and inquiries; and 2. Ensure compliance with the accounting and auditing processes and regulations.

5. The concerned offices may now commence with the posting, screening, and selection of the qualified applicants. All are directed to strictly adhere to current existing hiring guidelines of the Department. Qualification Standards (QS) shall be in accordance with the Civil Service Commission's (CSC) prescribed qualification requirements for the position.
6. The report on the status of filling up AO II items for both SDOs and ROs shall be consolidated by DepEd ROs to be submitted to the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) by March 2020.

For any inquiries/concerns, you may contact the BHROD-OED at telephone number (02) 86335375.

For information and strict compliance.