



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 06, s. 2023

**TO: CONCERNED ADMINISTRATIVE OFFICERS
All Others Concerned**

SUBJECT: SCHOOL ASSIGNMENTS OF ADMINISTRATIVE OFFICER II

DATE: January 2, 2023

1. This is to inform the school assignments of the following Administrative Officer II effective **January 3, 2022**.
2. As such, you are to perform the following duties and responsibilities of a full-time Administrative Officer:

PERSONNEL ADMINISTRATION

Recruitment and Selection

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:

- a. recruitment and selection of applicants in the school assigned
- 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
- c. Prepare ERF of qualified teachers and submit to SDO for processing

Personnel Records

- a. Update regularly 201 files and maintain database of personal information of school 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
- d. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
- d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto
- e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS
- f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned



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- g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.
 - h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other
 - i. agencies/entities on the implementation of policies and guidelines relevant to personnel.

Compensation and Benefits

- 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 personnel and submit to HRMO for checking and verification
- c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO

Other HR-related functions

- a. Update school 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
- c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school
- 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

- 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.





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GENERAL ADMINISTRATIVE SUPPORT

- 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.
- e. Perform other functions as may be assigned by the School Head.

FINANCIAL MANAGEMENT

- a. Assist the School Head on the preparation of the following documents such as but not limited to:
 - Cash disbursement register
 - Authority to debit/credit account
 - Liquidation reports including supporting documents
 - 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.
3. You are further advised to secure at least 4 copies of your clearance of money and property accountability from your current school assignment or station and submit 1 copy to the Schools Division Office, 1 copy to the receiving school and 1 copy to the releasing school on or before **January 5, 2023**.

SCHOOL BASE	DISTRICT	AO IN-CHARGE	CLUSTER SCHOOLS
Ipil Elementary School	ETD I	Lang-ay, Jona Christine C.	Maledda IS, Matucnang ES
Mansanita Elementary School	ETD I	Lomeng, Rhazelle N.	Tannubong ES, Bulo West ES
Nambaran Elementary School	ETD I	Andrada, Valerie-Ann B.	NAINHS, Camp Conrado BES
Bulanao Central School	ETD I	Gas-ib, Roselma G.	KSPED
Burobor Elementary School	ETD II	Ongat, Emmalyn I.	Madopdop ES, San Pablo IS
Lacnog Integrated School	ETD II	Quadra, Precious Jane P.	Dananao ES, New Bangad ES
New Balbalan Elementary School	ETD II	Baston, Rubelyn C.	Cataw ES, Loyukan PS



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Eastern Kalinga National High School	ETD III	Magannon, Cherry Gay E.	Bulo NHS, Bulo East ES
Malalao Elementary School	ETD III	Agpawan, Jinky O.	Hilltop ES, Sotto ES
Agbannawag Elementary School	ETD III	Ronquillo, Artici R.	Agbannawag NHS
Basao Isla Elementary School	NTD I	Ambong, Marlyn B.	San Juan ES, Appas ES
TCNHS	NTD I	Batay-an, Jamine C.	
Tabuk City Central School	NTD I	Pittong, Rhovelyn G.	Magsaysay ES
Burayukan Elementary School	NTD II	Malaggan, April T.	Balong ES, Balong NHS
Cabaruan Elementary School	NTD II	Briosos, Sabina N.	Pantar ES
Laya West Elementary School	NTD II	Gapasen, Thelma B.	Laya IS
Dilag Integrated School	NTD II	Balucnit, Cresilda M.	Bayabat ES, Gradual Discovery ES
Casigayan Elementary School	NTD II	Banggawan, Joan B.	San Julian ES
BulanaoEast Annex-Greenhills Primary School	STD I	Canao, Rachelle A.	Callagdao ES, Bulanao East ES
Southern Tabuk Integrated School	STD I	Agaran, Janine Marie J.	Bulanao West ES, Namnama ES
Bado Dangwa NHS	STD I	Padilla, Marvin G.	Bado Dangwa ES, Madapdapig ES
KNHS	STD I	c/o Garvida, Emmanuel F.	
Banneng Elementary School	STD II	Matias, Erecson I.	Calaccad ES
Cudal Elementary School	STD II	Madio, Janice C.	Cudal NHS
Magabbangon Elementary School	STD II	Viloria, Rona Goan T.	Dalnacan ES
Mallong Elementary School	STD II	Mugao, Lenie L.	Calaccad NHS
Addang Primary School	STD III	Martinez, Vincent B.	Paligatto ES, Balawag NHS
Amlao Elementary School	STD III	Gomgom-o, Juanito R.	Suyang ES, Amlao IS
Guilayon Integrated School	STD III	Gas-ib, Oliver P.	Callagan ES
Gobgob Elementary School	WTD I	Bangelan, Juliet G.	New Tanglag ES, New Tanglag NHS



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Masablang Elementary School	WTD I	Aggueblo, Vicenta B.	WTCS, Tuga NHS
Tangbay Elementary School	WTD I	Parungao, Warren D.	Toppan IS, Cabaritan ES
Tuliao Elementary School	WTD I	Tarnate, Sandra U.	Calanan ES, Lanna ES
Bantay Elementary School	WTD II	Sangayab, Jovy O.	Bantay NHS
Bullaguian Elementary School	WTD II	Dumaguing, Heidi D.	Dupag NHS (Mosimos), Gaogao ES
Magnaio Elementary School	WTD II	Daguio, Bobby W. *	Lucog ES, Pinagan ES
Dupag Elementary School	WTD II	Alngag, Olivia O. *	Balatoc PS, Banagan ES
Naneng NHS	WTD II	Dugyaw, Carolyn G.	Naneng ES, Gawidan ES
Balawag Central School	WTD II	Palattao, Helen Joy O.	Binongsay ES, Malin-awa ES
Nambucayan Elementary School	WTD II	Tugas, Ramil M.	Nambucayan NHS, Pa-o ES

4. Reshuffling is every after 2 years or when need arises whichever comes first. This order shall be in effect unless rescinded by this Office or by higher authorities.
5. Be guided accordingly.


IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent



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