



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

April 8, 2025

DIVISION MEMORANDUM

OSDS No. 049, s. 2025

ASSIGNMENT OF ADMINISTRATIVE TASKS TO NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
School Heads
Section Heads
AO II and PDO I
All Others Concerned
This Division

1. DepEd Order No. 2, s. 2024 titled **Immediate Removal of Administrative Tasks of Public School Teachers** aims to remove the administrative tasks of teachers to enable them to maximize their time in actual classroom teaching and focus on the teaching and learning process and become effective facilitators of learning.

2. As defined in DepEd Order No. 2, s. 2024, administrative tasks refer to tasks related to the effective and efficient operations of schools or programs, projects, and services which are not directly related to teaching and academic learning. These shall be performed by School Heads and non-teaching personnel. These tasks shall include, but are not limited to the following:

- a. Personnel Administration
- b. Property/Physical Facilities Custodianship
- c. General Administrative Support
- d. Financial Management
- e. Records Management
- f. Program Management
 - i. Feeding
 - ii. School DRRM
 - iii. Other related programs

3. This Office reiterates that administrative tasks shall be assigned only to non-teaching personnel based on their specific duties and responsibilities (as provided in Enclosures 1-A, 1-B, 1-C, 1-D), expertise, and skills. This is to ensure that assignments are appropriate and responsive to the needs of the school and aligned with the goal of supporting teaching and learning, while enhancing the efficiency and effectiveness of school operations.

4. In cases where there is no AO II and/or PDO I assigned in a particular school, or in the absence of the AO II and/or PDO I, the school head or assistant school head





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shall perform the duties and responsibilities of the said positions in reference to Item Nos. III. a. and V.A.1. of DepEd Order No. 2, s. 2024.

5. School Heads shall ensure that the workload and task assignments of non-teaching personnel adhere to these guidelines. A Designation Order (using the template in Enclosure 2) must be prepared and submitted by the School Head to the Schools Division Office for review of the Administrative Officer V and approval by the Schools Division Superintendent before the opening of the School Year 2025 – 2026.

6. For information, guidance and compliance.


ALDO G. MOSQUEDA, CEO VI
 Schools Division Superintendent


Enclosures: As stated

References: D.O. 2, s. 2024

Allotment:


To be indicated in the *Perpetual Index* under the following subjects:

DESIGNATION DUTIES RESPONSIBILITIES

ZNB/OSDS/DM/ ASSIGNMENT OF ADMINISTRATIVE TASKS TO NON-TEACHING PERSONNEL /April 8, 2025



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	<p align="center">JOB DESCRIPTION</p>	<p align="center">JD No. _____</p>	<p align="center">Revision Code: _____</p>
<p>Department of Education</p>			
<p>Position Title</p>	<p>Administrative Officer II 11</p>		
<p>Parentetical Title</p>	<p>Administrative Officer I School</p>		
<p>Unit</p>	<p>Elementary School or Junior High School Division</p>		
<p>Reports to</p>	<p>School head Effectivity Date</p>		
<p>Positions Supervised</p>	<p>Administrative Assistants/Aides in the School Page/s</p>		
<p align="center">JOB SUMMARY</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.

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


KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Personnel Administration</p>	<p>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:</p> <ul style="list-style-type: none"> 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 <p>Personnel Records</p> <ul style="list-style-type: none"> 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 c. 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 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 agencies/entities on the implementation of policies and guidelines relevant to personnel. <p>Compensation and Benefits</p> <ul 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 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 <p>Other HR-related functions</p> <ul style="list-style-type: none"> 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

DUTIES AND RESPONSIBILITIES	
KEY RESULT AREA/S	
Property Custodianship	<p>d. Prepare and submit HR-related reports to school head/HRMO</p> <p>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</p> <p>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.</p> <p>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.</p> <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.</p> <p>e. Prepare and submit reports on all property accountability of the school.</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 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 School Head.</p>
Financial Management	<p>a) Assist the School Head on the preparation of the following documents such as but not limited to:</p> <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents <p>b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</p> <p>c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</p> <p>d) Provide assistance to other financial-related task of the School Head.</p> <p>e) Perform other functions as may be assigned by the School Head.</p>


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).

 <p>Department of Education</p>	<p style="text-align: center;">JOB DESCRIPTION</p>	<p style="text-align: center;">JD No. _____</p>	<p style="text-align: center;">Revision Code: _____</p>	
<p>Position Title</p>				<p>Salary Grade</p>
<p>Parentetical Title</p>				<p>Governance Level</p>
<p>Unit</p>				<p>Division</p>
<p>Reports to</p>				<p>Effectivity Date</p>
<p>Positions Supervised</p>	<p>Page/s</p>			
JOB SUMMARY				
<p>Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.</p>				
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			

Key Result Areas	Duties and Responsibilities
<p>Program Management and Implementation</p>	<ol style="list-style-type: none"> 1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: <ol style="list-style-type: none"> a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements d. Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation e. Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities f. Prepare and submit relevant reports 2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
<p>Program Coordination and Partnerships</p>	<ol style="list-style-type: none"> 1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities 2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs 3. Prepare communications and correspondence to the concerned School stakeholders
<p>Advocacy</p>	<ol style="list-style-type: none"> 1. Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
<p>Secondary Duties</p>	<ol style="list-style-type: none"> 1. As may be assigned by the Supervisor

 <p>Department of Education</p>	<p align="center">JOB DESCRIPTION</p>	<p align="center">JD No. _____</p>	<p align="center">Revision Code: ____</p>		
<p>Position Title</p>				<p>Salary Grade</p>	<p align="center">9</p>
<p>Parent/Supervising Title</p>				<p>Governance Level</p>	<p>SDO</p>
<p>Unit/Division</p>				<p>Office/Bureau/Service</p>	<p>Accounting Unit - Finance Division</p>
<p>Reports to</p>				<p>Effectivity Date</p>	
<p>Positions Supervised</p>	<p>Page/s</p>				
<p>JOB SUMMARY</p>					
<p>To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.</p>					
<p>QUALIFICATION STANDARDS</p>					
<p>A. CSC Prescribed Qualifications</p>					
<p>Education</p>	<p>Completion of two years in college</p>				
<p>Experience</p>	<p>1 year relevant experience</p>				
<p>Eligibility</p>	<p>Career Service Professional (First Level Eligibility)</p>				
<p>Trainings</p>	<p>4 hours of relevant training</p>				
<p>B. Preferred Qualifications</p>					
<p>Education</p>					
<p>Experience</p>					
<p>Eligibility</p>					
<p>Trainings</p>					

KEY RESULT AREAS/S	DUTIES AND RESPONSIBILITIES
<p>Financial Records and Reports</p>	<ol style="list-style-type: none"> 1. Ascertain that transaction have been properly recorded in books 2. Verify financial statements made by subordinate, verify the journal voucher 3. Prepares adjusting entries and journal vouchers 4. Prepares trial balances, monthly statements of income and expenditure and other financial statements;
<p>Account Tracking</p>	<ol style="list-style-type: none"> 1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
<p>Financial Transactions Recording Procedures</p>	<ol style="list-style-type: none"> 1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. 2. Provides inputs for improvement of accounting section 3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

 <p>Department of Education</p>	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Assistant II	Salary Grade	8
Parent/Supervising Office/Bureau/Service	Accounting Clerk Office of the Schools Division Superintendent	Governance Level Unit/Division	SDO Accounting Unit - Finance Division
Reports to	Accountant III	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To support accounting operations by filing documents; reconciling statements; running software programs.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
Accounting Records	<ol style="list-style-type: none"> 1. Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference. 2. Maintains accounting databases by entering data into the computer and processing backups. 3. Reconciles bank statements by comparing statements with general ledger.
Accounting Reports	<ol style="list-style-type: none"> 1. Verifies financial reports by running performance analysis software program. 2. Determines value of depreciable assets by running depreciation software program.



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Enclosure 2

DESIGNATION ORDER FOR ADMINISTRATIVE TASKS ASSIGNMENTS

The following non-teaching personnel are hereby designated to the following administrative tasks assignments:

No.	Administrative Tasks Assignments	Name of Personnel	Position	Duties and Responsibilities	Signature of Concerned Personnel

As such, the abovementioned personnel are expected to perform the key duties and responsibilities specified above. This designation order shall be valid for [Duration of Designation Order].

Recommended by:

[Name of School Head]
[Position]
[School]

Reviewed by:

ZENAIDA B. PORRAS
Administrative Officer V

Approved by:

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Copy furnished:

SDO-SGOD
SDO-Administrative Unit (Personnel Section)



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