

DUTIES AND RESPONSIBILITIES

POSITION TITLE	LIBRARIAN II
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
ACCESS TO LEARNING RESOURCE	<ul style="list-style-type: none"> • Checks all uploaded materials in the LRMS for currency in compliance to IPR requirements to protect DepEd in its utilization of learning materials. • Maintains on-line catalogues and meta-data of evaluated learning resources for ease in finding specific learning materials • Recommends learning resources for development or purchase and uploading in the LRMS portal needed in the curriculum • Recommends and implements rules and regulations in the use of the LR portal. • Coordinates resolution to problems encountered in the running of the LR portal to ensure accessibility 24/7 with minimal down time. • Assist users utilizing the LR portal on location in the regional library to easily access required materials. • Prepare monthly report of user profile, interest and feedback as basis for LR content development areas.
SDO LIBRARY	<ul style="list-style-type: none"> • Organize the learning resource in the SDO library (books, magazines, videos, etc.) so that they are easy for users to find • Conduct inventory of the library resources periodically to account for missing resources and recommend additional needed resources • Gather and analyze suggestions from various users for additional resources in the library collection • Search and evaluate educational Internet sites for cataloguing in the portal • Prepare and submit procurement proposal on the approved addition to the library collection (e.g. materials related to the new curriculum, new standards. • Monitor compliance of users with the existing rules and regulations monitored and take corrective actions on violations.
LIBRARY HUBS (TO BE INTEGRATED WITH THE LR CENTER AND REGIONAL LIBRARIES)	<ul style="list-style-type: none"> • Identify on a continuous basis the support needed by the library hubs from the region and assist in responding to the needs through resource mobilization • Integrate on a continuous basis support needed by library hubs from the region and central office management to respond to the needs through Dep ED internal and external sources.
TECHNICAL ASSISTANCE	<ul style="list-style-type: none"> • Gather data and provide initial analysis as inputs to TA needs and plans to improve access to learning resources of schools division and schools.

POSITION TITLE	ADMINISTRATIVE OFFICER II (Administrative Officer I)
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
PERSONNEL ADMINISTRATION	<p>Recruitment and Selection</p> <ul style="list-style-type: none"> • 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: <ol 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> <ol 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

	<p>personnel.</p> <p>Compensation and Benefits</p> <ol style="list-style-type: none"> 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.) Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ol style="list-style-type: none"> Update school personnel of the latest HR-related policies Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school Prepare and submit HR-related reports to school head/HRMO Coordinate regularly with the HRMO in the implementation of HR policies and guidelines 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	<ul style="list-style-type: none"> Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the school head Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. Prepare and submit reports on all property accountability of the school.
GENERAL ADMINISTRATIVE SUPPORT	<ul style="list-style-type: none"> Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers Assist the school planning team in the preparation of SIP/AIP Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. Perform other functions as may be assigned by the immediate supervisor.

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).

POSITION TITLE	ADMINISTRATIVE ASSISTANT III AND II (PERSONNEL UNIT)
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
RECRUITMENT, SELECTION AND DOCUMENTATION	<ul style="list-style-type: none"> Prepares appointments papers of selected applicants Validate PRC license for appointment via PRC online and send official communication in case said license can't be viewed online Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)
PERSONNEL ACTIONS	<ul style="list-style-type: none"> Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel. Prepare notice of promotion and appointment as instructed. Prepare drafts of special orders for signature of management Prepares RAI for submission to CSC upon approval of management. Record and files all issuances on salary schedules and other employees' benefits
SALARY ADMINISTRATION AND PERSONNEL RECORDS	<ul style="list-style-type: none"> Gathers and collates payroll files from district offices to be forwarded to RPSU Records and files attendance of officers and employee 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. Process, Prepares and releases Special order of Leave and Re-statement of leave application
BENEFITS ADMINISTRATION	<ul style="list-style-type: none"> Receive and record on leave card, application for monetization of leave credits Receive application for leave (sick, vacation, scholarships and training) and records for processing. Receive, process and update leave credits of employees and vacation service credits of teachers

PERSONNEL INFORMATION SYSTEM	<ul style="list-style-type: none"> • Receive and accept application for upgrading and reclassification of positions • Keep a complete and updated information of all officials and employees and relevant records in their 201 files • Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files
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POSITION TITLE	ADMINISTRATIVE ASSISTANT III (PERSONNEL UNIT-VERIFIER)								
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES								
LOAN VERIFICATION	<ul style="list-style-type: none"> • Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility: <ul style="list-style-type: none"> • DepEd personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions such as the Land Bank of the Philippines; • GSIS Authorized Agency Officers (AAOs), for DepEd personnel's GSIS loan applications; • Designated Provident Fund (PF) loan processors, for DepEd personnel's PF loans; and • Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers, for DepEd personnel's loans under the Home Development Mutual Fund (HDMF) or Pag-IBIG, for brevity; • Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both for Loans and for Insurance Premium and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Order (DO) No. 18, s. 2018; • Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification, as contained in the e-mailed request, are: <ul style="list-style-type: none"> • Complete, as required in the said Annex B of Enclosure 2 and Annex C of Enclosure 3 of DO No. 18, s.2018 (both Annexes attached for your reference); and • Authentic, based on the information in the official payroll. • Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings, as follows (based on DO No. 18, s. 2018): <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Maximum Term of Loan</th> <th>Contractual Interest Rate</th> </tr> </thead> <tbody> <tr> <td>1 year</td> <td>7.50%</td> </tr> <tr> <td>2 years</td> <td>9.00%</td> </tr> <tr> <td>3 years</td> <td>9.66%</td> </tr> </tbody> </table> 	Maximum Term of Loan	Contractual Interest Rate	1 year	7.50%	2 years	9.00%	3 years	9.66%
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SALARY ADMINISTRATION AND PERSONNEL RECORDS	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deduction for inclusion in the monthly payroll. 								

POSITION TITLE	ADMINISTRATIVE ASSISTANT III (BOOKKEEPER)
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
ACCOUNTING SERVICES	<p>For DepEd Implementing Units:</p> <ul style="list-style-type: none"> • Prepare/maintain registries of allotment and obligations • Prepare financial and accountability reports and maintains subsidiary ledgers • Pre-audit financial documents (disbursement vouchers, liquidation reports, etc.) • Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school • Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS. <p>For Non-Implementing Units:</p> <ul style="list-style-type: none"> • Maintain school's subsidiary ledgers related to cash advances • Assist the school head in the preparation of liquidation of cash advances • Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances • Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned.
SALARY ADMINISTRATION AND PAYROLL PROCESSING	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. • Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits. • Compute necessary deduction for inclusion in the monthly payroll. • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA)) • Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration. • Handle the administration of the Biometric system

	<ul style="list-style-type: none"> • Keep abreast with company policies and tax legislations that impact on remuneration • Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier. • Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Divisions/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer in-charge of Pag-IBIG and the office in charge of the DepEd Provident Fund.
PAYROLL-RELATED SERVICES	<p>As designated GSIS Authorized Agency Officer:</p> <ul style="list-style-type: none"> • Certify the loan applications of members in their agencies as to the following: <ul style="list-style-type: none"> ↳ That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for; ↳ That loan borrowers are in active service; ↳ That loan borrowers have no pending administrative and/or criminal charge; and ↳ That in case of separation from the service, the agency shall make the final payment to members only after clearance is obtained from GSIS; • Ensure that there is an Alternate AAO available or on duty during his/her absence, who shall be granted access to the AAO module (facility that will electronically transmit to the AAO, the loan applications of members for approval) on loan certification only on those dates when the Principal AAO is on leave; • Transmit electronically to GSIS, all membership updating request forms; • Coordinate with Electronic Remittance File (ERF) officers on the following: <ul style="list-style-type: none"> ↳ Timely deduction of the monthly amortization due on the loans certified or approved; ↳ Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and ↳ Resolution of the Reconciliation Billing Issues (RBIs) forwarded by GSIS; ↳ Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance. • Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly; • Transmit to the officer or employee concerned of the agency, the circulars and/or information dissemination materials, and requests for data or information forwarded by the GSIS through the AAO module or email address of the AAO; and • Attend trainings and re-trainings on the use of the AAO module, the functions of the AAOs and the evaluation of performance of the AAOs
PAYROLL-RELATED SERVICES	<p>As designated Electronic File Remittance (ERF) Handler</p> <ul style="list-style-type: none"> • Receive, on behalf of their agency, the following documents from GSIS: <ul style="list-style-type: none"> ↳ Billing file for the due month; ↳ Monthly reconciliation billing issues (RBIs); and ↳ Notices of deficiency • Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS. • Prepare the monthly remittance files using the following as inputs: <ul style="list-style-type: none"> ↳ Billing file for the due month; ↳ Notices to deduct received; ↳ Data on their employees with increments or promotion that will take effect on the particular due month; and ↳ List of employees from the agency who retired, separated, resigned or transferred to other agencies. • Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete. • Accomplish the proper membership updating form for employees in their agencies; • Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid; • Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and • Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.
BUDGETING SERVICES	<p>Budgeting System</p> <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system <p>Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</p> <p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals

	<ul style="list-style-type: none"> • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) <p>Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</p> <p>Budget Execution</p> <ul style="list-style-type: none"> • Assist in gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization <p>Prepares documents to approve fund transfer to other operating units</p> <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports
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POSITION TITLE	ADMINISTRATIVE ASSISTANT III (DISBURSING OFFICER)
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
ACCOUNTING SERVICES	<p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ul style="list-style-type: none"> • Preparation/maintenance of registries of allotment and obligations • Preparation of financial and accountability reports and maintenance of subsidiary ledgers • Preparation of liquidation of cash advances • Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) • 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 • Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances • Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.
BUDGETING SERVICES	<p>Budgeting System</p> <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none"> • Assist in gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization • Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports