



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DepED
DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

RELEASED

By: h
Date: 9/26/25 Time: 8:31

September 23, 2025

DIVISION MEMORANDUM

NO. 420 S, 2025

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER II

TO: Public Schools District Supervisors
School Heads (Elementary and Secondary)
Administrative Officer V
Division Accountant
Administrative Officer II
All Others Concerned

1. The shortage of Bookkeeper positions allotted to the Schools Division of Tabuk City makes it difficult for the Administrative Assistants to perform their mandated functions since their area of coverage is extensive and this, at some point, affects efficiency, effectiveness and performance.

2. To address this concern, this Office hereby reiterates the following duties and functions of the Administrative Officer II assigned in small schools as follows:

KRA	Duties and Responsibilities
Personnel Administration	<p>Recruitment and Selection</p> <p>Provide human resource 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">Recruitment and selection of applicants in the school assignedPromotion 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 appointmentPrepare ERF of qualified teachers to submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none">Update regularly the 201 files and maintain database of personnel information of school personnelAct/assist the designated Agency Authorize Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegatedConsolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

	<ul style="list-style-type: none">d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related theretoe. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS/ASDSf. Update vacation service/leave credits of school personnel and regularly communicate to all concernedg. Maintain the confidentiality of personnel information of school personnel to which he/she has legal accessh. 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 increments, 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 verificationc. 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 policiesb. Develop and present to the school head/HRMO innovative strategies in improving HR practices in the schoolc. Assist the school head in performing management rewards and recognition, learning development policies and practices implementation in the schoold. Prepare and submit HR-related reports to school head/HRMOe. Coordinate regularly with the HRMO in the implementation of HR policies and guidelinesf. 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 Custodian	<ul style="list-style-type: none">a. Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the School head.



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City

	<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 of 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 (related) 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 (CDR) • 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 financial documents to the SDO and/or bank, if necessary</p> <p>d. Provide assistance to other financial-related tasks of the school head</p> <p>e. Perform other (related) functions as may be assigned by the school head</p>

3. The list below provides the name of the Administrative Officer II and their school assignments, to wit:

	Name of AO II	School Assignment
1.	Lynette May M. Sumedca	Kalinga Sped Center
2.	Rema T. Puguon	Tannubong ES
3.	Ofelia A. Mamattong	Mansanita ES
4.	Oliver P. Gas-ib	Matucnang ES
5.	Ruby Jane T. Wayaway	Camp Conrado Balweg ES
6.	Femmalyn S. Mejia	Dananao PS
7.	Emmalyn I. Ongat	New Balbalan ES



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

8.	Stephen B. Baniaga	Catwa PS
9.	Jinky O. Agpawan	Madopdop ES
10.	Mavreen W. Tayab-Wawoc	Bulo West ES
11.	Lenny Ann B. Langkit	Burobor ES1
12.	Leslie T. Guiya-an	Sotto ES
13.	Valerie Ann B. Andrada	Hilltop ES
14.	Jessica C. Baniaga	New Bangad ES
15.	Wemenda W. Galano	Malalao ES
16.	Ronda Lee B. Damasco	Basao Isla ES
17.	Bernadette L. Belandres	Burayukan ES
18.	Ramil M. Tugas	Bayabat ES
19.	Hanela S. Ogsar	Gradual Discovery ES
20.	April T. Malaggan	Laya West ES
21.	Marlyn B. Ambong	Pantar ES
22.	Rachelle A. Canao	Greenhills PS
23.	Roselma A. Gas-ib	Bulanao West ES
24.	Bobby W. Daguio	Callagdao ES
25.	Rhazelle N. Lomeng	Banneng ES
26.	Gina B. Sandagon	Calaccad ES
27.	Juanito R. Gomgom-o	Mallong ES
28.	Rubelyn C. Baston	Magabbangon ES
29.	Liezel L. Baglinit	Amlao ES
30.	Janessa Pearl O. Bastian	Addang ES
31.	Denmark V. Nonog	Suyang ES
32.	Jenny Ann S. Wagawag	Paligatto ES
33.	Jaina Kate G. Catabay	Tuliao ES
34.	Joan D. Gammod	Tangbay ES
35.	Jay-Lord A. Pugal	Cabaritan ES
36.	Carolyn Dugyawe	Pinagan ES
37.	Ashley Jona A. Bai	Naneng ES
38.	Angie Nilda L. Dong-as	Gaogao ES
39.	Arthur Jude C. Lozano	Magnao ES
40.	Rosiel L. Pascual	Nambucayan ES
41.	Warren D. Parungao	Pa-o ES
43.	Lizel Joy B. Ramirez	Madapdapig ES
43.	Rhoda D. Alimani	Lucog ES
44.	Dhareen Boyd B. Sadagan	Balatoc PS
45.	Diana Ruth S. Bulawit	Gawidan ES
46.	Heidi D. Dumaguing	Banagan ES
47.	Jenny Rose M. Tabunigao	Bullaguiyan ES
48.	Froilan L. Wanagon	Dupag ES
49.	Cesar C. Wa-ay	Callagan ES
50.	Cherrie Gay E. Magannon	Eastern Kalinga NHS
51.	Querobin T. Addawi	Dupag NHS
52.	Ronabeth G. Gatchalian	Nambucayan NHS



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

4. The Office of the Division Accountant shall be in charge of giving technical assistance to those who need more guidance especially on the preparation of financial reports and relevant documents.
5. For the information and guidance of all concerned.



BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent