



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 08 2024

MEMORANDUM
No. 197, s. 2024

**DEPLOYMENT/REASSIGNMENT OF NON-TEACHING
PERSONNEL TO THE SCHOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Pursuant to **DepEd Order No. 002 s. 2024**, Immediate Removal of Administrative Task of Public School Teachers, and **DM OUHROD-2024-0270**, titled Return to School Order for all School-Based Non Teaching Personnel Created in Fiscal Year (FY) 2017-2019 and 2020-2023, and due to the exigency and best interest of the service, the Schools Division Office deploy all Non-Teaching Personnel assigned to various schools effective July 15, 2024.
2. Non-Teaching Personnel are scheduled to report two (2) days in their SDO station and three (3) days in their respective school assignment for a month, to facilitate proper turn-over of work and documents.
3. Attached to this Memorandum is the List of Non-Teaching Personnel and their assigned schools, Annex A.
4. Please refer to the job description of the various School-based Non-Teaching Positions, for the information and guidance on the Key Result Area and functions of the assigned personnel.
5. Immediate and wide dissemination of, and strict compliance to this Memorandum is directed.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated.
References: DM OUF-2024-0065

To be indicated in the Perpetual Index under the following subjects:
KEY RESULT AREA NON TEACHING PERSONNEL

AME- DEPLOYMENT/REASSIGNMENT OF NON-TEACHING PERSONNEL TO THE SCHOOL
197 /July 1, 2024

NUM-2024-197



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Annex A

LIST OF SCHOOL-BASED NON-TEACHING PERSONNEL

No.	Name	Position	Clustered School Assignment
1.	MYRNA D. IBAÑEZ	ADAS III	• ALABANG ELEMENTARY SCHOOL
2.	MAILEEN M. PEÑAFLOR	ADAS III	• F. DE MESA ELEMENTARY SCHOOL
3.	LOURDES NORALLY D. LUMAAD	ADAS III	• LAKEVIEW INTEGRATED SCHOOL
4.	JOHN LORD G. VIVO	PDO I	• MUNTINLUPA ELEM. SCHOOL • VICTORIA HOMES ELEM. SCHOOL • ITAAS ELEM. SCHOOL
5.	MELANIO JR. R. SAN JOSE	PDO I	• PUTATAN ELEMENTARY SCHOOL • BAYANAN UNIT I ELEMENTARY SCHOOL • BAYANAN ELEMENTARY SCHOOL MAIN
6.	EILEEN E. SIOAO	PDO I	• LAKEVIEW INTEGRATED SCHOOL • SOLDIERS HILLS ELEM. SCHOOL • TUNASAN ELEM. SCHOOL
7.	MICHAEL F. DOMINGO	PDO I	• ALABANG ELEM. SCHOOL • SUCAT ELEM. SCHOOL MAIN • FILINVEST ALABANG ES
8.	ARIANNE MAE B. RAMIREZ	AO II	• POBLACION NATIONAL HS
9.	THELMA V. MEDINA	AO II	• PEDRO E. DIAZ HS
10.	DOYLE E. DELANTAR	ADAS II	• TUNASAN NHS
11.	ROSALIE T. TORRES	ADAS III	• POBLACION ELEMENTARY SCHOOL

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Project Development Officer I	Salary Grade	11
Parentetical Title	None	Governance Level	School
Unit	Elementary School or Junior High School	Division	None
Reports to	School head	Effectivity Date	None
Positions Supervised	None	Page/s	
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

	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Department of Education			
Position Title	Administrative Officer II	Salary Grade	11
Parentetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to	School head	Effectivity Date	
Positions Supervised	Administrative Assistants/Aides in the School	Page/s	
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.</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		
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 AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	<p>Recruitment and Selection</p> <p>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> <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 personnel. <p>Compensation and Benefits</p> <ol 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> <ol 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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	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.
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. d. 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: <ul style="list-style-type: none"> • 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.

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).**