



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

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RECORDS SECTION
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OFFICE MEMORANDUM
OSDS-2022-073

To: **JESSA MARIE A. GARING**
Administrative Assistant II

From: The Office of the Schools Division Superintendent

Subject: Designation as Cluster Administrative Assistant of San Isidro District for Administrative and Financial Matters

Date: October 10, 2022

In the exigency of the service, you are hereby advised of your assignment as Cluster Administrative Assistant (Bookkeeper) in **San Isidro**, with station assignment at Sawata Ernandcor Central Elementary School, this Division to perform the duties and responsibilities attached herein:

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
- 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.



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.

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. Facilitate submission of all financial documents to the SDO and/or bank, if necessary
- c. Provide assistance to other financial-related task of the School Head
- d. Perform other functions as may be assigned by the School Head

Attached herein are the schools wherein you will be performing your duties and responsibilities effective November 2, 2022.

It is understood that you may be transferred/reassigned anytime to another school/district within the Division when the exigency of the service so requires.



DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

