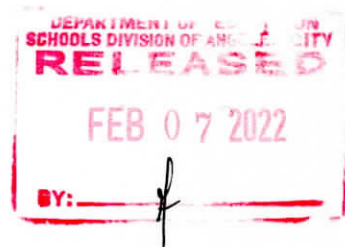




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



**DIVISION MEMORANDUM**

No. 045, s. 2022

February 7, 2022

**SEMINAR ON PERSONNEL ADMINISTRATION AND FINANCIAL REPORT PREPARATION FOR SCHOOL BASED PERSONNEL**

**To: Assistant Schools Division Superintendent  
School Based - Administrative Officer II  
Division Based – Administrative Officer II and Administrative Assistant III  
All Concerned**

1. Pursuant to DM-HROD-2021-0171 of the Office of the Undersecretary Bureau of Human Resource and Organizational Development dated September 3, 2021 entitled, Deployment of Administrative Officer II items to Public Elementary and Secondary Schools for FY 2021, enclosing provisions on the allocation of AOII items in schools and revised Job Description. As indicated in the memorandum the AOII shall perform the following functions:
  - a. Human Resource Management and Supply Management
  - b. Finance related task
2. In line with this, the Division Office through the leadership of the Accounting Unit, Supply and Personnel Unit, will be conducting a training intended for Administrative Officers deployed in the schools entitled, "Seminar on Personnel Administration and Financial Report Preparation for School Based Personnel", on February 9-11, 2022, from 8:00am to 5:00pm, via MS Teams, <https://tinyurl.com/AOADAS0209>.
3. The training aims to:
  - a. Orient the AO II on their key result areas on Personnel Administration and Financial Management
  - b. Train the AO II on the preparation of financial reports
  - c. Orient the participants on the Omnibus Rules on leave;
  - d. Orient the participants on the property custodianship in school.
  - e. Discuss the process of conduct of chain promotion;
  - f. Discuss the compensation and benefits management
4. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**MA. IRELYN P. TAMAYO PhD, CESE**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

dccd/AOII

Control No. 040



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