



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

November 22, 2022

DIVISION MEMORANDUM

No. 484, s. 2022

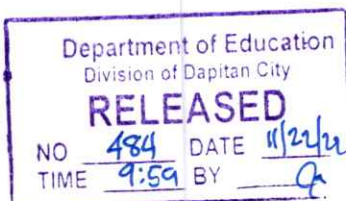
**ORIENTATION ON THE DUTIES AND RESPONSIBILITIES
OF THE ADMINISTRATIVE OFFICER II**

To: **ALL APPLICANTS FOR THE ADMINISTRATIVE OFFICER II**
This Schools Division

1. The **Schools Division of Dapitan City** in partnership with the **Parents-Teachers Association Federation** will conduct an **ORIENTATION ON THE DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICER II** for ALL APPLICANTS to this position.
2. The Orientation aims to:
 - a) To discuss the duties and responsibilities of the Administrative Officer II in the schools assisting on the financial and other administrative tasks of the schools;
 - b) To provide an information on the actual tasks handled by the Administrative Officer IIs who have been working in the schools; and
 - c) To provide information on the recruitment and hiring provisions embodied in the **2017 OMNIBUS RULES APPOINTMENTS and OTHER HUMAN RESOURCE ACTIONS (Revised July 2018)**, DepEd ORDER, No. 019, s. 2022 dated April 22, 2022, "THE DEPARTMENT OF EDUCATION MERIT SELECTION PLAN," and related issuances.
3. This ORIENTATION shall be on December 6, 2022 (7:30 – 11:45 AM) at Bajamunde Farms Pension, Sunset Bivd., Dawo, Dapitan City.
4. Attendance to this ORIENTATION is PURELY VOLUNTARY.
5. For the rental of the venue and snacks in the morning, the Registration for each participant is P 150.00 to be collected by the activity proponent, the Parents-Teachers Association Federation.

**MERRY CHRISTMAS
&
A BLESSED NEW YEAR!**


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



OSDS-SDS-DM-2020-011



Address: Sunset Boulevard, Dawo, Dapitan City
Telephone No.: (65) 908-8242 Fax No.: (65) 908-8361
Website: www.depeddapitan.net Email Address: dapitancity@deped.gov.ph