



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF ORMOC CITY
ORMOC CITY NIGHT HIGH SCHOOL

CERTIFICATION

THIS IS TO CERTIFY that **Ms. EDELINA B. MOLINA**, Administrative Officer II of Ormoc City Night High School, District I, is an employee of DepEd Ormoc City Division, Ormoc City since August 19, 2016 to present.

That as Administrative Officer II in school, she is a Human Resource counterpart and Property Custodian and performs the following functions, to wit:

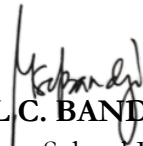
- ❖ Provided human resource management support to the school head and coordinate with the HRMO of the SDO in the following HR related functions:
 - Received and pre-evaluated application documents for teaching position in the school
 - Conduct orientation the newly hired teachers, sub-teachers, practice teachers about their assignments in the school
 - Prepared ERF of qualified teachers and submitted to SDO for processing
- ❖ Updated regularly 201 files and maintain database of personnel information of school personnel
- ❖ Prepared agency remittances advice (ARA) and submit to the SDO for approval
- ❖ Consolidated daily time record (DTR) of school personnel and prepare monthly report service and submit to designate personnel for the completion of Form 7
- ❖ Monitored and record attendance/absences of school personnel and report to school head issues and concerns related thereto
- ❖ Acted on Application for Leave of school personnel and facilitate recommendation by the school head and approval by the SDS
- ❖ Updated vacation service/leave credits of school personnel and regularly communicate to all concerned
- ❖ Maintained the confidentiality of personnel information of school personnel to which concerned he/she has legal access.
- ❖ Coordinated with SDO personnel to any concerns related to Pag-ibig, PhilHealth, GSIS, and loans for clarification.
- ❖ Submitted to SDO the computation of personnel benefits (maternity, step increment, salary differentials, overtime pay, proportional vacation pay and etc.) for processing, funding and release
- ❖ Monitored and prepared notices for Step Increment and adjustments of school personnel and submit to HRMO for checking and verification.



- ❖ Processed retirement/separation benefits of school personnel for endorsement by the school head to the SDO
- ❖ Updated school personnel of the latest HR-related policies
- ❖ Assisted the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school
- ❖ Prepared and submitted to HR-related reports to school head/HRMO
- ❖ Regularly coordinated with the HRMO in the implementation of HR policies and guidelines
- ❖ Facilitated submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel
- ❖ Facilitated Procurement of supplies. Materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the school head
- ❖ Ensured that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility
- ❖ Kept an updated inventory of all supplies, materials, equipment textbooks, and other learning resource materials
- ❖ Issued supplies, materials, equipment, textbooks and other learning resource materials to requesting teaching and non-teaching personnel of the school.
- ❖ Prepared and submitted reports on all property accountability of the school
- ❖ Assisted the school head in the preparation of School Form 7 (SF7) loading of teachers
- ❖ Assisted the school planning team in the preparation of SIP/AIP
- ❖ Canvass and procure various items for procurement in a monthly basis
- ❖ Prepared and submitted liquidation report as per allocated monthly MOOE and other funds downloaded to Ormoc City Night High School
- ❖ Facilitate posting of financial documents (receipts, PO and other supporting documents) to DepEd Web-Based as per monthly MOOE
- ❖ Submit monthly Ban Reconciliation report to the Division Officer
- ❖ Provided general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
- ❖ Performed other functions as may be assigned by the school head

This Certification is issued upon the request of Ms. Molina for Employment purposes.

Given this 23rd day of March 2024, Ormoc City, Leyte.


MARIBEL C. BANDEJO EdD
Secondary School Principal I