

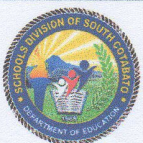


Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Notice of Vacancy
February 22, 2021
NV No. 2021-008

Position Title	Plantilla Item No.	Place of Assignment
One (1) Guidance Counselor II	GUIDC2-840002-2014	Schools Division of South Cotabato – Lamian National High School
Three (3) Guidance Counselor I	GUIDC1-840035-2009	Schools Division of South Cotabato – Poblacion Polomolok National High School
	GUIDC1-840151-2008	
	GUIDC1-840010-2011	Schools Division of South Cotabato – Surallah National High School
Two (2) Administrative Assistant II (Disbursing Officer II)	ADAS2-840023-2007	Schools Division of South Cotabato – Tantaran National High School
	ADAS2-840207-2016	Schools Division of South Cotabato – Senior High School
Administrative Assistant I	ADAS1-840136-2014	Schools Division of South Cotabato – Office of the Schools Division Superintendent
One (1) Administrative Aide III (Clerk I)	ADA3-840091-2004	Schools Division of South Cotabato – Libertad National High School

SDOSC-OSDS-HRMPSB-NV-v2.0r0.1, effective 10/05/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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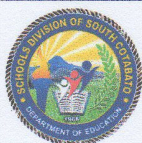
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➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Guidance Counselor II	12	Php 26,052.00	Masters degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Guidance Counselor I	11	Php 23,877.00	Masters degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Administrative Assistant II (Disbursing Officer II)	8	Php 18,251.00	Completion of 2 years studies in College	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional Eligibility)
Administrative Assistant I	7	Php 17,179.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility
Administrative Aide III (Clerk I)	3	Php 13,572.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub-Professional Eligibility)

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The DepED Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

➤ **Documentary Requirements:**

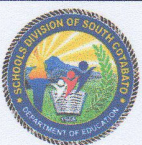
- a. Application Letter;

Address to: **RUTH L. ESTACIO PhD, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
DepEd Division of South Cotabato
Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**
Asst. Schools Division Superintendent
HRMPSB Chairman

- b. Personal Data Sheet (PDS Revised March 2017);
- c. Official Transcript of Records w/ S.O.;
- d. Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
- e. Certificates of Training/Awards/Recognition/Outstanding Accomplishments;
- f. Service Record / Certificate of Employment; and
- g. Other documents to support credits points under innovations, research and development projects, publication/authorship & consultancy.

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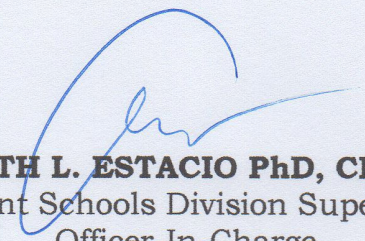


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Pertinent papers of applicants shall include table of contents and should be properly **earmarked and sequentially arranged**.

- **Criteria for Evaluation:** DepEd Order No. 66, s. 2007.
- **Deadline for submission of pertinent documents:** March, 05, 2021 No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit their pertinent documents to DepEd Division of South Cotabato Records Section. In addition, kindly access this link bit.ly/SDOSC-ORF-NTPA-HRMPSB for your online registration.


RUTH L. ESTACIO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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