



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

Notice of Vacancy
August 31, 2021
NV No. 2021-022

Position Title		Plantilla Item No.	Place of Assignment
Seventy One (71) Administrative Officer II	1	OSEC-DECSB-ADOF2-840134-2021	Schools Division of South Cotabato (Office of the Schools Division Superintendent - Field Office/School)
	2	OSEC-DECSB-ADOF2-840135-2021	
	3	OSEC-DECSB-ADOF2-840136-2021	
	4	OSEC-DECSB-ADOF2-840137-2021	
	5	OSEC-DECSB-ADOF2-840138-2021	
	6	OSEC-DECSB-ADOF2-840139-2021	
	7	OSEC-DECSB-ADOF2-840140-2021	
	8	OSEC-DECSB-ADOF2-840141-2021	
	9	OSEC-DECSB-ADOF2-840142-2021	
	10	OSEC-DECSB-ADOF2-840143-2021	
	11	OSEC-DECSB-ADOF2-840144-2021	
	12	OSEC-DECSB-ADOF2-840145-2021	
	13	OSEC-DECSB-ADOF2-840146-2021	
	14	OSEC-DECSB-ADOF2-840147-2021	
	15	OSEC-DECSB-ADOF2-840148-2021	
	16	OSEC-DECSB-ADOF2-840149-2021	
	17	OSEC-DECSB-ADOF2-840150-2021	
	18	OSEC-DECSB-ADOF2-840151-2021	
	19	OSEC-DECSB-ADOF2-840152-2021	
	20	OSEC-DECSB-ADOF2-840153-2021	
	21	OSEC-DECSB-ADOF2-840154-2021	
	22	OSEC-DECSB-ADOF2-840155-2021	
	23	OSEC-DECSB-ADOF2-840156-2021	
	24	OSEC-DECSB-ADOF2-840157-2021	
	25	OSEC-DECSB-ADOF2-840158-2021	
	26	OSEC-DECSB-ADOF2-840159-2021	
	27	OSEC-DECSB-ADOF2-840160-2021	
	28	OSEC-DECSB-ADOF2-840161-2021	
	29	OSEC-DECSB-ADOF2-840162-2021	
	30	OSEC-DECSB-ADOF2-840163-2021	
	31	OSEC-DECSB-ADOF2-840164-2021	
	32	OSEC-DECSB-ADOF2-840165-2021	
	33	OSEC-DECSB-ADOF2-840166-2021	
	34	OSEC-DECSB-ADOF2-840167-2021	

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



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Seventy One (71) Administrative Officer II	35	OSEC-DECSB-ADOF2-840168-2021	
	36	OSEC-DECSB-ADOF2-840169-2021	
	37	OSEC-DECSB-ADOF2-840170-2021	
	38	OSEC-DECSB-ADOF2-840171-2021	
	39	OSEC-DECSB-ADOF2-840172-2021	
	40	OSEC-DECSB-ADOF2-840173-2021	
	41	OSEC-DECSB-ADOF2-840174-2021	
	42	OSEC-DECSB-ADOF2-840175-2021	
	43	OSEC-DECSB-ADOF2-840176-2021	
	44	OSEC-DECSB-ADOF2-840177-2021	
	45	OSEC-DECSB-ADOF2-840178-2021	
	46	OSEC-DECSB-ADOF2-840179-2021	
	47	OSEC-DECSB-ADOF2-840180-2021	
	48	OSEC-DECSB-ADOF2-840181-2021	
	49	OSEC-DECSB-ADOF2-840182-2021	
	50	OSEC-DECSB-ADOF2-840183-2021	
	51	OSEC-DECSB-ADOF2-840184-2021	
	52	OSEC-DECSB-ADOF2-840185-2021	
	53	OSEC-DECSB-ADOF2-840186-2021	
	54	OSEC-DECSB-ADOF2-840187-2021	
	55	OSEC-DECSB-ADOF2-840188-2021	
	56	OSEC-DECSB-ADOF2-840189-2021	
	57	OSEC-DECSB-ADOF2-840190-2021	
	58	OSEC-DECSB-ADOF2-840191-2021	
	59	OSEC-DECSB-ADOF2-840192-2021	
	60	OSEC-DECSB-ADOF2-840193-2021	
	61	OSEC-DECSB-ADOF2-840194-2021	
	62	OSEC-DECSB-ADOF2-840195-2021	
	63	OSEC-DECSB-ADOF2-840196-2021	
	64	OSEC-DECSB-ADOF2-840197-2021	
	65	OSEC-DECSB-ADOF2-840198-2021	
	66	OSEC-DECSB-ADOF2-840199-2021	
	67	OSEC-DECSB-ADOF2-840200-2021	
	68	OSEC-DECSB-ADOF2-840201-2021	
	69	OSEC-DECSB-ADOF2-840202-2021	
	70	OSEC-DECSB-ADOF2-840203-2021	
	71	OSEC DECSB-ADOF2-840043-2016	Schools Division of South Cotabato (Senior High School)

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➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Officer II	11	Php 23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (rofession al) Second Level Eligibility

Duties and Responsibilities of an **Administrative Officer II**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	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: <ol style="list-style-type: none"> a. Recruitment and Selection of application 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	<ol style="list-style-type: none"> 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

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	<p>by the SDS</p> <p>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</p> <p>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access</p> <p>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 the personnel</p>
Other HR-Related functions	<p>a. Update school personnel of the latest HR-related policies</p> <p>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</p> <p>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</p> <p>d. Prepare and submit HR-Related reports to school head/HRMO</p> <p>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</p> <p>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</p>
Property Custodianship	<p>a. Facilitate procurement of supplies, materials, equipment etc. of the school based on approved SIP/AIP or as directed by the school head</p> <p>b. Ensure that supplies, materials, equipment, textbooks and other learning resource materials are stored properly</p> <p>c. Keep an updated inventory of all supplies, materials, equipment, textbooks and other learning resource materials</p> <p>d. Issue supplies, materials, equipment, textbooks and other learning resource materials to requesting teaching and non-teaching personnel of the school</p> <p>e. Prepare and submit reports on all property accountability of the school</p>
General Administrative Support	<p>a. Assist the school head in the preparation of School Form and SF 7 loading of teachers</p> <p>b. Assist the school planning team in the preparation of SIP/AIP</p> <p>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</p> <p>d. Perform other functions as may be assigned by the immediate supervisor</p>

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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; and
g. Other documents to support credits points under innovations, research and development projects, publication/authorship & consultancy.

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

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- **Criteria for Evaluation:** DepEd Order No. 66, s. 2007, “**Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions**” for the criteria and number of points assigned to each criterion.
- **Deadline for submission of pertinent documents:** **September 10, 2021**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** WHO ARE WILLING TO BE ASSIGNED IN FIELD OFFICE/SCHOOL 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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