



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

**Notice of Vacancy**  
**September 22, 2021**  
**NV No. 2021-023**

Position Title	Plantilla Item No.	Place of Assignment
One (1) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB -ADAS2-840082-2018	Lamian National High School
One (1) Administrative Aide VI (Clerk III)	OSEC-DECSB -ADA6-840038-2004	Lamian National High School

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant II	8	Php 18,251.00	Completion of 2 years studies in College	1 year of Relevant Experience	4 Hours of Relevant Training	Career Service (Subprofessional) First Level Eligibility
Administrative Aide VI	6	Php 16,200.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility

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



**Address:** Alunan Avenue, Koronadal City, South Cotabato

**Telephone Number:** (083) 228-3801

**Email Address:** [south\\_cotabato@deped.gov.ph](mailto:south_cotabato@deped.gov.ph)





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

Collects, disburses, accounts for, records, reports and remits funds for receipt, custody, payment and disbursement.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Technical Competencies	<ol style="list-style-type: none"> <li>1. Takes custody of all cash funds and implements control procedures to safeguard said funds.</li> <li>2. Ensures the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulations.</li> <li>3. Controls and releases approved checks to DepEd creditors.</li> <li>4. Prepares disbursement reports.</li> </ol>

Duties and Responsibilities of an **Administrative Aide VI**

To provide Lamian National High School with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the school.

To provide clerical and secretariat support to AOIV and administrative services function.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Technical Competencies	<ol style="list-style-type: none"> <li>1. Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed.</li> <li>2. Records and files attendance of officers and employee.</li> <li>3. Receive, process and update leave credits of employees and vacation service credits of teachers.</li> <li>4. Receive requests for service records, updates and prepares document for release upon approval of AOIV for Personnel</li> </ol>

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.

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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.  
h. Original Copy of Notarized Omnibus Certification of Authenticity and Veracity of Documents.

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

**PLEASE SUBMIT ONLY ONE (1) SET OF FASTENED** (use safety paper fastener) **PERTINENT DOCUMENTS.**

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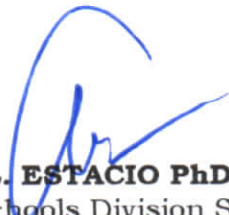




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- **Criteria for Evaluation:** DepEd Order No. 66, s. 2007, “**Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions**” for the criteria and number of points assigned to each criterion.
- **Deadline for submission of pertinent documents:** **October 04, 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 Schools Division of South Cotabato Records Section. In addition, kindly access this link [bit.ly/SDOSC-ORF-NTPA-HRMPSB](https://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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