



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

Notice of Vacancy
November 10, 2021
NV No. 2021-028

Position Title	Plantilla Item No.	Place of Assignment
Fifteen (15) Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB –ADAS3-840041-2017	Schools Division Office (Office of the Schools Division Superintendent – To be assigned in schools / cluster of schools in various municipalities)
	OSEC-DECSB –ADAS3-840049-2017	
	OSEC-DECSB –ADAS3-840038-2017	
	OSEC-DECSB –ADAS3-840090-2017	
	OSEC-DECSB –ADAS3-840080-2017	
	OSEC-DECSB –ADAS3-840046-2017	
	OSEC-DECSB –ADAS3-840036-2017	
	OSEC-DECSB –ADAS3-840079-2018	
	OSEC-DECSB –ADAS3-840047-2017	
	OSEC-DECSB –ADAS3-840048-2017	
	OSEC-DECSB –ADAS3-840037-2017	
	OSEC-DECSB –ADAS3-840086-2018	
	OSEC-DECSB –ADAS3-840081-2018	
	OSEC-DECSB –ADAS3-840089-2018	
OSEC-DECSB –ADAS3-840051-2017		
Seven (7) Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB –ADAS3-840082-2014	Schools Division Office (Elementary)
	OSEC-DECSB –ADAS3-840093-2014	
	OSEC-DECSB –ADAS3-840095-2014	
	OSEC-DECSB –ADAS3-840022-2017	
	OSEC-DECSB –ADAS3-840092-2014	
	OSEC-DECSB –ADAS3-840033-2017	
OSEC-DECSB –ADAS3-840081-2014		
One (1) Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB –ADAS3-840054-2009	Schools Division Office (Tboli National High School)

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



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➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant III	9	Php 19,593.00	Completion of 2 years studies in College	1 year of Relevant Experience	4 Hours of Relevant Training	Career Service Subprofessional (First Level Eligibility)

Duties and Responsibilities of an **Administrative Assistant III** (Finance)

To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ol style="list-style-type: none"> 1. Ascertains that transaction have been properly recorded in books 2. Verify financial statements made by subordinate, verify the journal voucher 3. Prepares adjusting entries and journal vouchers 4. Prepares trial balances, monthly statements of income and expenditure and other financial statements.
Account Tracking	<ol style="list-style-type: none"> 1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records Financial Transactions Recording Procedures

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Transactions Recording Procedures	<ol style="list-style-type: none">1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.2. Provides inputs for improvement of accounting section3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff

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

KINDLY SPECIFY IN YOUR APPLICATION LETTER THE PLACE OF ASSIGNMENT YOU WISH TO BE ASSIGNED.

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- 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 / Employment Certificate; 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.**

In case of multiple applications, **PLEASE SUBMIT ONE SET OF DOCUMENTS FOR EACH AREA/PLACE OF ASSIGNMENT YOU WISH TO APPLY.**

- **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: November 22, 2021**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.

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- **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 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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