



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

Notice of Vacancy
November 10, 2021
NV No. 2021-029

Position Title	Plantilla Item No.	Place of Assignment
Three (3) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB –ADAS2-840047-2017 OSEC-DECSB –ADAS2-840048-2017 OSEC-DECSB –ADAS2-840081-2018	Schools Division Office (Office of the Schools Division Superintendent – To be assigned in schools / cluster of schools in various municipalities)
Three (3) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB –ADAS2-840035-2017 OSEC-DECSB –ADAS2-840028-2017 OSEC-DECSB –ADAS2-840026-2017	Schools Division Office (Elementary)
Twenty One (21) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB –ADAS2-840204-2016 OSEC-DECSB –ADAS2-840263-2016 OSEC-DECSB –ADAS2-840208-2016 OSEC-DECSB –ADAS2-840198-2016 OSEC-DECSB –ADAS2-840231-2016 OSEC-DECSB –ADAS2-840262-2016 OSEC-DECSB –ADAS2-840213-2016 OSEC-DECSB –ADAS2-840212-2016 OSEC-DECSB –ADAS2-840227-2016 OSEC-DECSB –ADAS2-840217-2016 OSEC-DECSB –ADAS2-840206-2016 OSEC-DECSB –ADAS2-840267-2016 OSEC-DECSB –ADAS2-840228-2016 OSEC-DECSB –ADAS2-840221-2016 OSEC-DECSB –ADAS2-840222-2016 OSEC-DECSB –ADAS2-840220-2016 OSEC-DECSB –ADAS2-840269-2016 OSEC-DECSB –ADAS2-840224-2016 OSEC-DECSB –ADAS2-840239-2016 OSEC-DECSB –ADAS2-840257-2016 OSEC-DECSB –ADAS2-840268-2016	Schools Division Office (Senior High School)

SDOSC-OSDS-HRMPBSB-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





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Position Title	Plantilla Item No.	Place of Assignment
One (1) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB –ADAS2-840004-2012	Schools Division Office (Silway 8 National High School)
One (1) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB –ADAS2-840085-2018	Schools Division Office (Sto. Niño National High School)
One (1) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB –ADAS2-840086-2018	Schools Division Office (Sto. Niño National School of Arts and Trade)
One (1) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB –ADAS2-840027-2007	Schools Division Office (Tampakan 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)

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

To support accounting operations by filing documents; reconciling statements; running software program

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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Records	<ol style="list-style-type: none">1. Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference.2. Maintains accounting databases by entering data into the computer and processing backups.3. Reconciles bank statements by comparing statements with general ledger..
Accounting Reports	<ol style="list-style-type: none">1. Verifies financial reports by running performance analysis software program.2. Determines value of depreciable assets by running depreciation software program
Financial Transactions Recording Procedures	<ol style="list-style-type: none">1. Takes custody of all cash funds and implements control procedures to safeguard said funds2. Ensures the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulations3. Controls and releases approved checks to DepEd creditors4. Prepares disbursement reports

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.

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➤ **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.

- 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**.

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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.
- **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-HRMPSE 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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