



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

Notice of Vacancy
November 10, 2021
NV No. 2021-030

| Position Title | Plantilla Item No. | Place of Assignment |
|---|------------------------------|---|
| One (1) Administrative Aide VI (Clerk III) | OSEC-DECSB –ADA6-840175-2014 | Schools Division Office (Curriculum Implementation Division) |
| Four (4) Administrative Aide VI (Clerk III) | OSEC-DECSB –ADA6-840173-2014 | Schools Division Office (Office of the Schools Division Superintendent – To be assigned in schools / cluster of schools in various municipalities) |
| | OSEC-DECSB –ADA6-840169-2014 | |
| | OSEC-DECSB –ADA6-840171-2014 | |
| | OSEC-DECSB –ADA6-840172-2014 | |

➤ **Qualification Standards Bases:**

Civil Service Commission

| Position Title | SG | Basic Monthly Salary | Education | Experience | Training | 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) |

Duties and Responsibilities of an **Administrative Aide VI** (CID)

To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.

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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| KEY RESULT AREA/S | DUTIES AND RESPONSIBILITIES |
|------------------------------------|--|
| Plots/Schedules CLMD Activities | 1. Schedules/calendars CID activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time. |
| Record Management | 1. Receives, records and routes documents addressed to the CID by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents 2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. 3. Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference. |
| Administrative Support | 1. Prepares or encodes into electronic format word documents and other presentation materials 2. Provides assistance and administrative support to training and conferences as assigned. 3. Coordinates preparation of documents needed in the operations of CLMD 4. Ensure security of office equipment and availability of office supplies. |
| Secretariat/Frontline | 1. Receives and routes incoming calls to or logs information and notifies the concerned party 2. Greets and entertains office visitors and responds to their needs 3. Logs concerns brought to the office and follow through on inquiries 4. Coordinates travel bookings of CID staff based on instructions and gives feedback on status of bookings. 5. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned). |

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Duties and Responsibilities of an **Administrative Aide VI** (OSDS)

To provide clerical and secretariat support to Office of the Schools Division Superintendent Offices.

| KEY RESULT AREA/S | DUTIES AND RESPONSIBILITIES |
|---|--|
| Schedules Administrative Service Activities | 1. Schedules/calendars meetings/appointments/training/workshops |
| Records and Files | 1. Documents/communications received, routed, tracked 2. Filing system created and maintained 3. Documents filed, retrieved, archived to Records Office or disposed as needed 4. Comprehensive and complete minutes of meetings/agenda attended 5. Daily attendance of Administrative Service Staff (to establish staff location) |
| Administrative Support | 1. Encoded documents 2. Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance) 3. Supporting documents, petty cash, documents/forms) |
| Secretariat/Frontline | 1. Travel bookings made 2. Appointment, venue and meals arranged 3. Received/routed calls 4. Visitors responded to 5. Follow through on inquiries |

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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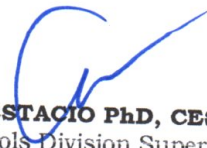


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PLEASE SUBMIT ONLY ONE (1) SET OF FASTENED (use safety paper fastener) PERTINENT DOCUMENTS.

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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