



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

**Notice of Vacancy**  
**June 13, 2022**  
**NV No. 2022-010**

Position Title	Plantilla Item No.	Place of Assignment
One (1) Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-840090-2004	Schools Division of South Cotabato – Lamian National High School
One (1) Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-840091-2004	Schools Division of South Cotabato – Libertad National High School
One (1) Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-840095-2004	Schools Division of South Cotabato – Tampakan National High School

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Aide III (clerk I)	3	Php 14,125.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub-Professional) Eligibility

Duties and Responsibilities of **Administrative Aide III**.

Provide basic education supports.

Provide Assistance to ADAS II, ADAS III, AOs and Immediate Supervisor.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Messengerial and Photocopying	1. Bring memos, documents to offices as assigned by the office Administrative Assistant. 2. Photo copy documents as needed.

*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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Recording	<ol style="list-style-type: none"><li>1. Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant.</li><li>2. Record and release documents for other offices as instructed by the Administrative Assistant.</li></ol>
Communication	<ol style="list-style-type: none"><li>1. Answer telephone calls within 3 rings and refer the caller to the proper office or staff or take down the message and relay to the proper office or staff</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.

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**  
Schools Division Superintendent  
DepEd Schools Division of South Cotabato  
Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**  
Asst. Schools Division Superintendent  
HRMPSB Chairman

**Kindly specify the place/area of assignment you wish to be assigned.**

- b. Personal Data Sheet (PDS Revised March 2017);
- c. Certified Photocopy of Official Transcript of Records w/ Special Order and CHED Certification, Authentication and Verification;
- 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;

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- 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.**

- **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:** **June 28, 2022**, 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](http://bit.ly/SDOSC-ORF-NTPA-HRMPSB)** for your online registration.

  
**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

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