



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

Notice of Vacancy
June 13, 2022
NV No. 2022-011

Position Title	Plantilla Item No.	Place of Assignment
One (1) Accountant I	OSEC-DECSB-A1-840669-2003	Schools Division of South Cotabato – Libertad National High School

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Accountant I	12	Php 26,052.00	Bachelor's degree in Commerce / Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)

Duties and Responsibilities of Accountant I.

Provide basic education supports.

Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial and Accounting Transactions	<ol style="list-style-type: none"> 1. Takes custody of all cash funds and implements control procedures to safeguard said funds. 2. Ensures the proper maintenance of records of cash receipts and disbursements pursuant to government

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





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	rules and regulations. 3. Records and maintains cash registry book for all types of collections. 4. Ensures the proper use, maintenance and control of accountable forms such as official receipts, petty cash vouchers and the like.
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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

- 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;
f. Service Record / Employment Certificate; and
g. Other documents to support credits points under innovations, research and development projects, publication/authorship &

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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 29, 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** for your online registration.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

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