



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

Notice of Vacancy
June 13, 2022
NV No. 2022-013

Position Title	Plantilla Item No.	Place of Assignment
One (1) Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-840172-2014	Schools Division of South Cotabato – Office of the SDS
One (1) Administrative Assistant I	OSEC-DECSB-ADAS1-840136-2014	Schools Division of South Cotabato – Budget Section
Thirteen (13) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-840200-2016	Schools Division of South Cotabato – Office of the SDS
	OSEC-DECSB-ADAS2-840201-2016	
	OSEC-DECSB-ADAS2-840232-2016	
	OSEC-DECSB-ADAS2-840199-2016	
	OSEC-DECSB-ADAS2-840230-2016	
	OSEC-DECSB-ADAS2-840251-2016	
	OSEC-DECSB-ADAS2-840214-2016	
	OSEC-DECSB-ADAS2-840225-2016	
	OSEC-DECSB-ADAS2-840238-2016	
	OSEC-DECSB-ADAS2-840059-2017	
	OSEC-DECSB-ADAS2-840050-2009	
	OSEC-DECSB-ADAS2-840039-2017	
	OSEC-DECSB-ADAS2-840226-2016	

➤ **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 (Sub – Professional) Eligibility

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



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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant I	7	Php 17,899.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub – Professional) Eligibility
Administrative Assistant II (Disbursing Officer II)	8	Php 18,998.00	Completion of 2 years studies in College	1 year of relevant experience	4 hours relevant training	Career Service (Sub – Professional) Eligibility

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

To provide clerical and secretariat support to AOV and administrative services function.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Schedules Administrative Service Activities	1. Schedules/calendars meetings/appointments/training/workshop
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 and Frontline	1. Travel bookings made 2. Appointment, venue, meals arranged 3. Received/routed calls 4. Visitors responded to

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	5. Follow through on inquiries
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Duties and Responsibilities of **Administrative Assistant I.**

To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance with other attached agencies.

To provide administrative support to the Finance Services functions

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Budget Preparation, Execution and Accountability Data and Documents	<ol style="list-style-type: none">1. Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports2. Reviews supporting documents of claims as to compliance with budgeting, accounting, and auditing rules and regulations3. Provides clerical support in the preparation of budget proposals4. Prepares obligation request for claims5. Prepares reports on the budget matters

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	<ol style="list-style-type: none">1. Verifies financial reports by running performance analysis

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Reports	software program. 2. Determines value of depreciable assets by running depreciation software program
Financial Transactions Recording Procedures	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 rules and regulations 3. Controls and releases approved checks to DepEd creditors 4. 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.

➤ **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

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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.

- **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 30, 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-HRMPSE** for your online registration.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

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