



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

Notice of Vacancy
July 11, 2022
NV No. 2022-020

Position Title	Plantilla Item No.	Place of Assignment
One (1) Administrative Aide VI	OSEC-DECSB-ADA6-840041-2004	Schools Division of South Cotabato – Sto. Niño National School of Arts and Trade (NSAT)

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Aide VI	6	Php 16,877.00	Completion of 2 years studies in College	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)

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

To provide clerical and secretariat support to the School.

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

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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	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 6. Perform other functions as may be assigned by the School Head.

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 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. Official Transcript of Records w/ S.O. and CHED Certification, Authentication and Verification (CAV);

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- 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 (shall attach documentation of the innovation), research and development projects (shall attach copy of the research conducted in your work place), publication/authorship (shall attach copy of articles/book appearing the name/s of the author and publication date) & speakership/consultancy (shall attach copy of speakership certificate).
- 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 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:** **July 29, 2022**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit **One (1) Set** of 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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