



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

**Notice of Vacancy**  
**July 11, 2022**  
**NV No. 2022-018**

Position Title		Plantilla Item No.	Place of Assignment
Three (3) Administrative Officer II	1	OSEC-DECSB-ADOF2-840042-2016	Schools Division of South Cotabato ( <b>Office of the Schools Division Superintendent - Field Office/School</b> )
	2	OSEC-DECSB-ADOF2-840137-2021	
	3	OSEC-DECSB-ADOF2-840176-2021	

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Officer II	11	Php 25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of an **Administrative Officer II**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Personnel Administration</b>	<p><b>Recruitment and Selection</b>            Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-Related functions:</p> <ol style="list-style-type: none"> <li>a. Recruitment and Selection of application in the school assigned</li> <li>b. Promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for</li> </ol>

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



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**Email Address:** [south\\_cotabato@deped.gov.ph](mailto:south_cotabato@deped.gov.ph)





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	<p>preparation/issuance of appointment</p> <p>c. Prepare ERF of qualified teachers and submit to SDO for processing</p>
	<p><b>Personnel Records</b></p> <p>a. Update regularly 201 files and maintain database of personal information of school personnel</p> <p>b. Act/Assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated</p> <p>c. Consolidate Daily Time Record (DTR) of school personnel and prepare monthly report of Service (Form 7)</p> <p>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</p> <p>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</p> <p>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</p> <p>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access</p> <p>h. Coordinate with concerned offices, such as BIR, GSIS, Philhealth, PAG-IBIG, CSC and other agencies/entities on the implementation of policies and guidelines relevant to the personnel</p>
	<p><b>Compensation and Benefits</b></p> <p>a. Compute and submit to SDO applicable personnel benefits for processing, funding and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)</p> <p>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</p> <p>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</p>
	<p><b>Other HR-Related functions</b></p> <p>a. Update school personnel of the latest HR-related policies</p> <p>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</p> <p>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</p> <p>d. Prepare and submit HR-Related reports to school</p>

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	<p>head/HRMO</p> <p>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</p> <p>f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel and other school requests for school personnel</p>
<b>Property Custodianship</b>	<p>a. Facilitate procurement of supplies, materials, equipment etc. of the school based on approved SIP/AIP or as directed by the school head</p> <p>b. Ensure that supplies, materials, equipment, textbooks and other learning resource materials are stored properly</p> <p>c. Keep an updated inventory of all supplies, materials equipment, textbooks and other learning resource materials</p> <p>d. Issue supplies, materials, equipment, textbooks and other learning resource materials to requesting teaching and non-teaching personnel of the school</p> <p>e. Prepare and submit reports on all property accountability of the school</p>
<b>General Administrative Support</b>	<p>a. Assist the school head in the preparation of School Form and SF 7 loading of teachers</p> <p>b. Assist the school planning team in the preparation of SIP/AIP</p> <p>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</p> <p>d. Perform other functions as may be assigned by the immediate supervisor</p>
<b>Financial Management</b>	<p>a. Assist the School Head on the preparation of the following documents such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Cash disbursement register</li> <li>• Authority to debit/credit account</li> <li>• Liquidation reports including supporting documents</li> </ul> <p>b. For IUs, assist the School Head on the preparation of required reports from COA, DBM and other oversight agencies.</p> <p>c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</p> <p>d. Provide assistance to other financial-related task of the School Head.</p> <p>e. Perform other functions as may be assigned by the School Head.</p>

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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 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;
- 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 (Updated) / Certificate of Employment; 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).

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Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

- **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 28, 2022, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** WHO ARE WILLING TO BE ASSIGNED IN FIELD OFFICE/SCHOOL 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](https://bit.ly/SDOSC-ORF-NTPA-HRMPSB) for your online registration.

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

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