



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

Notice of Vacancy
July 11, 2022
NV No. 2022-017

Position Title		Plantilla Item No.	Place of Assignment
One (1) Administrative Officer IV (Personnel)	1	OSEC-DECSB-ADOF4-840017-2004	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
Administrative Officer IV (Personnel)	15	Php 35,097.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of an **Administrative Officer IV (Personnel)**

To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Recruitment, Selection and Placement	<ul style="list-style-type: none"> Monitor and maintain list of current and future vacancies in the Schools Division based on retirement dates and inputs from HRD career planning and succession data so as to periodically apprise management of upcoming vacancies. Announce vacancies to appropriate media pursuant to existing CSC rules and regulations and accept applications

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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	<p>for vacant positions.</p> <ul style="list-style-type: none"> • Conduct initial evaluation of qualification of applicants and candidate for HRMPSB deliberation. • Schedule applicants for interview by HRMPSB and prepare supporting documents, data and materials needed in the selection process. • Supervise and participate in the preparation of short listed qualified applicants and the line-up of applicants in the HRMPSB deliberation. • Compute and analyze the results of the HRMPSB deliberation for them to be able to submit the shortlist of candidates for selection, including the one recommended for the position. • Posts list of newly appointed/promoted employees pursuant to existing rules and regulations. • Process hiring requirements for newly appointed personnel. • Entertain queries and complaints on selection and appointments. <p>Act as member of HRMPSB to provide guidelines and opinions on recruitment, selection and hiring of personnel.</p>
<p>Personnel Actions</p>	<ul style="list-style-type: none"> • Process documents on personnel actions such as appointments, promotion, transfer, reclassification, separation, resignation and retirement and give copies to units and personnel concerned. • Recommend actions to the SDS through the AOV to enforce personnel policies and regulations (e.g. reports of habitual absenteeism/tardiness) and prepares corresponding documents. • Recommend to the management actions to be taken regarding grievances in conformity with existing rules and regulations and prepared corresponding documents.
<p>Salary Administration and Personnel Records</p>	<ul style="list-style-type: none"> • Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims. • Submit to RPSU pertinent documents for payment of salaries, allowances and benefits. • Compute necessary deduction for inclusion in the monthly payroll. • Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) • Process and release special order for leaves, travel, transfers, reinstatements and noncompensatory time off of office

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	<p>personnel</p> <ul style="list-style-type: none">• Review claims of separated, retired, transferred and resigned personnel affected by movement in employment status and recommends appropriate action.• Support the AOV in representing the SDO in personnel committees and provide the required assistance/documents needed in the implementation of compensation programs and practices.
Benefits Administration	<ul style="list-style-type: none">• Apply the latest issuances on personnel benefits and communicates them to employees.• Compute vacation service credits of teachers for accrual of leaves.• Compute Proportional Vacation Pay (PVP) and process payroll of teachers for payment.• Process retirement/separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes.• Processes application for monetization of leave credits.• Acts on application on leaves (sick, vacation, study, scholarships and training) for approval of the SDS.

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

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- b. Personal Data Sheet (PDS Revised March 2017);
- c. Official Transcript of Records w/ S.O. and CHED Certification, Authentication and Verification (CAV);
- 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).

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** 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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