



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

**Notice of Vacancy**  
**September 13, 2022**  
**NV No. 2022-026**

Position Title		Plantilla Item No.	Place of Assignment
One (1) Administrative Officer IV (Cash)	1	OSEC-DECSB-ADOF4-840144-2014	Schools Division of South Cotabato

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Officer IV (Cash)	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 (Cash)**

To manage cash collections, disbursements, liquidations and preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Cash Collection</b>	<ul style="list-style-type: none"> <li>• Prepare, disburse and release approved checks based on prescribed procedures to fulfill payment obligations of the SDO.</li> <li>• Distribute to collecting and disbursing officers cash advances for salaries and wages and reviews statements of accounts and current and replenishment vouchers</li> <li>• Review and finalize advice of checks issued and cancelled</li> </ul>

*SDOSC-OSDS-HRMPSEB-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](mailto:south.cotabato@deped.gov.ph)





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	<p>(ACIC) for submission to the Bureau of the treasury and Authorized Government Depository Bank</p> <ul style="list-style-type: none"> <li>Records daily transactions to monitor the cash outflow and daily cash balance</li> </ul>
<b>Cash Disbursement Payment and Remittance</b>	<ul style="list-style-type: none"> <li>Acts as Regular Disbursing Officer for trainings/workshops and other activities of the SDO</li> <li>Initiates and controls the preparation of checks to pay for DepED obligations based on vouchers/claims signed by authorized signatories.</li> <li>Release approved checks to payees</li> <li>Secure and encash checks for cash advances</li> <li>Supervise accounts for receipts and disbursements of funds</li> <li>Monitor liquidation of cash advances, petty cash and submit reports</li> <li>Remits mandatory contribution to BIR, GSIS, HDMF and PhilHealth</li> </ul>
<b>Liquidation and Reporting</b>	<ul style="list-style-type: none"> <li>Prepare liquidations of cash advance/Petty Cash Fund submitted for replenishment.</li> <li>Prepares replenishment reports, collection and deposit reports and report of checks issued and cancelled</li> <li>Prepares monthly reports on the cash status of various accounts</li> <li>Negotiate bank transactions such as encashment of payroll, bank deposits and bank withdrawals</li> <li>Monitor to ensure the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulations</li> <li>Prepare accountable forms and ensures the proper use, maintenance and control of accountable forms (such as official receipts and petty cash vouchers).</li> </ul>
<b>Secondary Duties</b>	<ul style="list-style-type: none"> <li>Performs other functions as may be assigned by the supervisor</li> </ul>

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.

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➤ **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);
- c.1 Completion of academic requirements for Master's Degree (with certification from school registrar)
  - c.2 Masters Degree
  - c.3 Completion of academic requirements for Doctorate Degree (with certification from school registrar)
  - c.4 Doctorate Degree
- 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 award/s (shall attached certificate or other means of verification) innovations (shall attached documentation of the innovation), research and development projects (shall attached copy of the research conducted in your work place), publication/authorship (shall attached copy of articles/book appearing the name/s of the author and publication date) & speakership/consultancy (shall attached 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:** **September 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-HRMP SB](https://bit.ly/SDOSC-ORF-NTPA-HRMP SB)** for your online registration.

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

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