



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

**Notice of Vacancy**  
**October 24, 2022**  
**NV No. 2022-036**

Position Title		Plantilla Item No.	Place of Assignment (SDSC)	Municipality
Eighty Six (86) Administrative Officer II	1	OSEC-DECSB-ADOF2-840162-2022	Datal Teblow Elementary School	Tboli
	2	OSEC-DECSB-ADOF2-840163-2022	El Nino Elementary School	Lake Sebu
	3	OSEC-DECSB-ADOF2-840164-2022	Talaytay Elementary School	Lake Sebu
	4	OSEC-DECSB-ADOF2-840165-2022	Sulit Elementary School	Polomolok
	5	OSEC-DECSB-ADOF2-840166-2022	Claudio-Delos Reyes Elementary School	Tampakan
	6	OSEC-DECSB-ADOF2-840167-2022	Lamtabong Elementary School	Banga
	7	OSEC-DECSB-ADOF2-840168-2022	Matlong Elementary School	Banga
	8	OSEC-DECSB-ADOF2-840169-2022	Aida B. Gonzales Elementary School	Banga
	9	OSEC-DECSB-ADOF2-840170-2022	Upong Elementary School	Banga
	10	OSEC-DECSB-ADOF2-840171-2022	Lam-asam Elementary School	Banga
	11	OSEC-DECSB-ADOF2-840172-2022	Malaya-A Elementary School	Banga
	12	OSEC-DECSB-ADOF2-840173-2022	Purok Rizal Elementary School	Banga
	13	OSEC-DECSB-ADOF2-840174-2022	Block 3 Elementary School	Lake Sebu
	14	OSEC-DECSB-ADOF2-840175-2022	Dawang Elementary School	Lake Sebu
	15	OSEC-DECSB-ADOF2-840176-2022	Hanoon Elementary School	Lake Sebu
	16	OSEC-DECSB-ADOF2-840177-2022	Lake Lahit Elementary School	Lake Sebu
	17	OSEC-DECSB-ADOF2-840178-2022	Lemlunay Elementary School	Lake Sebu
	18	OSEC-DECSB-ADOF2-840179-2022	Maculan Elementary School	Lake Sebu
	19	OSEC-DECSB-ADOF2-840180-2022	T'bong Elementary School	Lake Sebu

*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](mailto:south_cotabato@deped.gov.ph)





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

Position Title		Plantilla Item No.	Place of Assignment (SDSC)	Municipality
Eighty Six (86) Administrative Officer II	20	OSEC-DECSB-ADOF2-840181-2022	Tinugas Elementary School	Lake Sebu
	21	OSEC-DECSB-ADOF2-840182-2022	Benigno S. Aquino Jr. Elementary School	Norala
	22	OSEC-DECSB-ADOF2-840183-2022	Julio Zuyco Memorial Elementary School	Norala
	23	OSEC-DECSB-ADOF2-840184-2022	Kibid Elementary School	Norala
	24	OSEC-DECSB-ADOF2-840185-2022	Liberty Elementary School	Norala
	25	OSEC-DECSB-ADOF2-840186-2022	Lopez Jaena Elementary School	Norala
	26	OSEC-DECSB-ADOF2-840187-2022	Sotelo Elementary School	Norala
	27	OSEC-DECSB-ADOF2-840188-2022	Cassava Elementary School	Polomolok
	28	OSEC-DECSB-ADOF2-840189-2022	Guaza Elementary School	Polomolok
	29	OSEC-DECSB-ADOF2-840190-2022	Kawit Elementary School	Polomolok
	30	OSEC-DECSB-ADOF2-840191-2022	Maligo Elementary School	Polomolok
	31	OSEC-DECSB-ADOF2-840192-2022	Palkan Elementary School	Polomolok
	32	OSEC-DECSB-ADOF2-840193-2022	Sumbakil Elementary School	Polomolok
	33	OSEC-DECSB-ADOF2-840194-2022	Cajanedo Elementary School	Sto. Niño
	34	OSEC-DECSB-ADOF2-840195-2022	M. Roxas Elementary School	Sto. Niño
	35	OSEC-DECSB-ADOF2-840196-2022	B. Magan Elementary School	Surallah
	36	OSEC-DECSB-ADOF2-840197-2022	Colombasinong Elementary School	Surallah
	37	OSEC-DECSB-ADOF2-840198-2022	Defensor Elementary School	Surallah
	38	OSEC-DECSB-ADOF2-840199-2022	Modon Elementary School	Surallah
	39	OSEC-DECSB-ADOF2-840200-2022	New Buenavista Elementary School	Surallah
	40	OSEC-DECSB-ADOF2-840201-2022	Mabini Elementary School	Surallah
41	OSEC-DECSB-ADOF2-840202-2022	Aflek Elementary School	Tboli	

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](mailto:south.cotabato@deped.gov.ph)



K



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

Position Title		Plantilla Item No.	Place of Assignment (SDSC)	Municipality
Eighty Six (86) Administrative Officer II	42	OSEC-DECSB-ADOF2-840203-2022	Datal Nabong Elementary School	Tboli
	43	OSEC-DECSB-ADOF2-840204-2022	Lambuling Elementary School	Tboli
	44	OSEC-DECSB-ADOF2-840205-2022	Lamsine Elementary School	Tboli
	45	OSEC-DECSB-ADOF2-840206-2022	Lubiya Elementary School	Tboli
	46	OSEC-DECSB-ADOF2-840207-2022	Malugong Elementary School	Tboli
	47	OSEC-DECSB-ADOF2-840208-2022	Josol Elementary School	Tboli
	48	OSEC-DECSB-ADOF2-840209-2022	El Ulit Elementary School	Tantangan
	49	OSEC-DECSB-ADOF2-840210-2022	Libas Elementary School	Tantangan
	50	OSEC-DECSB-ADOF2-840211-2022	Mayada Elementary School	Tantangan
	51	OSEC-DECSB-ADOF2-840212-2022	Tinongcop Elementary School	Tantangan
	52	OSEC-DECSB-ADOF2-840213-2022	Lote Elementary School	Tupi
	53	OSEC-DECSB-ADOF2-840214-2022	Santos Hill Elementary School	Tupi
	54	OSEC-DECSB-ADOF2-840215-2022	Bunao Elementary School	Tupi
	55	OSEC-DECSB-ADOF2-840216-2022	Kalkam Elementary School	Tupi
	56	OSEC-DECSB-ADOF2-840217-2022	Lemkati Elementary School	Tboli
	57	OSEC-DECSB-ADOF2-840218-2022	Tdaan Leteng Elementary School	Tboli
	58	OSEC-DECSB-ADOF2-840219-2022	Juan-Loreto Tamayo Elementary School	Tupi
	59	OSEC-DECSB-ADOF2-840220-2022	Tubak Elementary School	Lake Sebu
	60	OSEC-DECSB-ADOF2-840221-2022	Coong Elementary School	Tboli
	61	OSEC-DECSB-ADOF2-840222-2022	Abboy Elementary School	Lake Sebu
	62	OSEC-DECSB-ADOF2-840223-2022	Bato Elementary School	Polomolok

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](mailto:south.cotabato@deped.gov.ph)





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

Position Title		Plantilla Item No.	Place of Assignment (SDSC)	Municipality
Eighty Six (86) Administrative Officer II	63	OSEC-DECSB-ADOF2-840224-2022	Sta. Cruz Elementary School	Tampakan
	64	OSEC-DECSB-ADOF2-840225-2022	Bulol Lahak Elementary School	Lake Sebu
	65	OSEC-DECSB-ADOF2-840226-2022	Lambusong Elementary School	Norala
	66	OSEC-DECSB-ADOF2-840227-2022	Lower Tinago Elementary School	Norala
	67	OSEC-DECSB-ADOF2-840228-2022	Lamcuah Elementary School	Polomolok
	68	OSEC-DECSB-ADOF2-840229-2022	Kiantay Elementary School	Surallah
	69	OSEC-DECSB-ADOF2-840230-2022	Datal Calon Elementary School	Tboli
	70	OSEC-DECSB-ADOF2-840231-2022	Paglaum Elementary School	Tantangan
	71	OSEC-DECSB-ADOF2-840232-2022	Talambongan Elementary School	Tantangan
	72	OSEC-DECSB-ADOF2-840233-2022	Tampakan SPED Center	Tampakan
	73	OSEC-DECSB-ADOF2-840234-2022	Lambangan Integrated School	Tboli
	74	OSEC-DECSB-ADOF2-840235-2022	Talahik Integrated School	Surallah
	75	OSEC-DECSB-ADOF2-840236-2022	E. Asion Integrated School	Banga
	76	OSEC-DECSB-ADOF2-840237-2022	Viray-Lising Integrated School	Polomolok
	77	OSEC-DECSB-ADOF2-840238-2022	LR Morandante Integrated School	Polomolok
	78	OSEC-DECSB-ADOF2-840239-2022	Laureano Escovidal Integrated School	Surallah
	79	OSEC-DECSB-ADOF2-840240-2022	T'buyong Integrated School	Lake Sebu
	80	OSEC-DECSB-ADOF2-840241-2022	Bengue Integrated School	Tboli
	81	OSEC-DECSB-ADOF2-840242-2022	Datal Tablo Integrated School	Tboli
	82	OSEC-DECSB-ADOF2-840243-2022	Dumadalig Integrated School	Tantangan

SDOSC-OSDS-HRMPSTB-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)





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

Position Title		Plantilla Item No.	Place of Assignment (SDSC)	Municipality
Eighty Six (86) Administrative Officer II	83	OSEC-DECSB-ADOF2-840244-2022	Mangilala School Integrated	Tantangan
	84	OSEC-DECSB-ADOF2-840245-2022	Lamsalome School Integrated	Tboli
	85	OSEC-DECSB-ADOF2-840246-2022	<i>To Be Identified</i>	
	86	OSEC-DECSB-ADOF2-840247-2022	<i>To Be Identified</i>	

➤ **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 preparation/issuance of appointment</li> <li>c. Prepare ERF of qualified teachers and submit to SDO for processing</li> </ol>

*SDOSC-OSDS-HRMPSTB-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)





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

	<p><b>Personnel Records</b></p> <ul style="list-style-type: none"><li>a. Update regularly 201 files and maintain database of personal information of school personnel</li><li>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</li><li>c. Consolidate Daily Time Record (DTR) of school personnel and prepare monthly report of Service (Form 7)</li><li>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li><li>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li><li>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li><li>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access</li><li>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</li></ul> <p><b>Compensation and Benefits</b></p> <ul style="list-style-type: none"><li>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)</li><li>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li><li>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li></ul> <p><b>Other HR-Related functions</b></p> <ul style="list-style-type: none"><li>a. Update school personnel of the latest HR-related policies</li><li>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li><li>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li><li>d. Prepare and submit HR-Related reports to school head/HRMO</li><li>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</li></ul>
--	---

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](mailto:south.cotabato@deped.gov.ph)





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

	<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>

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.

*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](mailto:south.cotabato@deped.gov.ph)





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

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;
- .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 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) &

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](mailto:south.cotabato@deped.gov.ph)







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

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**.

- **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: November 9, 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 fastened (use paper fastener) pertinent documents to DepEd Schools Division of South Cotabato Records Section. In addition, kindly access this link [bit.ly/SDOSC-ORF-NTPA-HRMPSE](https://bit.ly/SDOSC-ORF-NTPA-HRMPSE) for your online registration.

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

SDOSC-OSDS-HRMPSE-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)

