



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

Notice of Vacancy
November 14, 2022
NV No. 2022-039

Position Title	Plantilla Item No.	Place of Assignment
Two (2) Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-840096-2004 (Tupi NHS) OSEC-DECSB-ADA3-840095-2004 (Tampakan NHS)	Schools Division of South Cotabato – Tupi NHS & Tampakan NHS
One (1) Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-840027-2004	Schools Division of South Cotabato – Banga NHS

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Aide III (Clerk I)	3	Php 14,125.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub-Professional) Eligibility
Administrative Assistant II (Disbursing Officer II)	8	Php 18,998.00	Completion of 2 years studies in College	1 year of relevant experience	4 hours relevant training	Career Service (Sub – Professional) Eligibility

Duties and Responsibilities of **Administrative Aide III.**

Provide basic education supports.

Provide Assistance to ADAS II, ADAS III, AOs and Immediate Supervisor.

SDOSC-OSDS-HRMPSB-NV-v2.Or0.1, effective 10/05/2020



Address: Alunan Avenue, Koronadal City, South Cotabato
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Email Address: south.cotabato@deped.gov.ph





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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Messengerial and Photocopying	1. Bring memos, documents to offices as assigned by the office Administrative Assistant. 2. Photo copy documents as needed.
Recording	1. Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant. 2. Record and release documents for other offices as instructed by the Administrative Assistant.
Communication	1. Answer telephone calls within 3 rings and refer the caller to the proper office or staff or take down the message and relay to the proper office or staff

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

To support accounting operations by filing documents; reconciling statements; running software program

Collects, disburses, accounts for, records, reports and remits funds for receipt, custody, payment and disbursement.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Records	1. Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference. 2. Maintains accounting databases by entering data into the computer and processing backups. 3. Reconciles bank statements by comparing statements with general ledger..
Accounting Reports	1. Verifies financial reports by running performance analysis software program. 2. Determines value of depreciable assets by running depreciation software program

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.

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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 Schools 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. Certified Photocopy of Official Transcript of Records w/ Special Order 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 / Employment Certificate; and
- g. Other documents to support credits points under innovations, research and development projects, publication/authorship & consultancy.
- 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 ONLY ONE (1) SET OF FASTENED (use safety paper fastener) **PERTINENT DOCUMENTS**.

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- **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 25, 2022**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit their 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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