



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

**Notice of Vacancy**  
**January 18, 2023**  
**NV No. 2023-004**

Position Title		Plantilla Item No.	Plantilla/Place of Assignment
Twenty-Five (25) Administrative Assistant III (Senior Bookkeeper)	1	OSEC-DECSB-ADAS3-840090-2014	Schools Division of South Cotabato – Accounting Section
	2	OSEC-DECSB-ADAS3-840082-2014	
	3	OSEC-DECSB-ADAS3-840086-2014	
	4	OSEC-DECSB-ADAS3-840095-2014	
	5	OSEC-DECSB-ADAS3-840089-2014	
	6	OSEC-DECSB-ADAS3-840081-2018	
	7	OSEC-DECSB-ADAS3-840089-2018	
	8	OSEC-DECSB-ADAS3-840096-2014	Schools Division of South Cotabato – Budget Section
	9	OSEC-DECSB-ADAS3-840082-2018	Schools Division of South Cotabato – Administrative/ Personnel Section
	10	OSEC-DECSB-ADAS3-840088-2018	
	11	OSEC-DECSB-ADAS3-840079-2018	Schools Division of South Cotabato – Elementary Cluster of Schools
	12	OSEC-DECSB-ADAS3-840017-2017	
	13	OSEC-DECSB-ADAS3-840032-2017	
	14	OSEC-DECSB-ADAS3-840030-2017	
	15	OSEC-DECSB-ADAS3-840028-2017	
	16	OSEC-DECSB-ADAS3-840020-2017	
	17	OSEC-DECSB-ADAS3-840027-2017	Schools Division of South Cotabato – Office of the Schools Division
	18	OSEC-DECSB-ADAS3-840043-2017	
	19	OSEC-DECSB-ADAS3-840039-2017	
	20	OSEC-DECSB-ADAS3-840046-2017	

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



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	21	OSEC-DECSB-ADAS3-840044-2017	Superintendent (Elementary/JHS Cluster of Schools)
	22	OSEC-DECSB-ADAS3-840037-2017	
	23	OSEC-DECSB-ADAS3-840023-2007	Lake Sebu NHS, Lake Sebu
	24	OSEC-DECSB-ADAS3-840053-2009	Polonuling NHS, Tupi
	25	OSEC-DECSB-ADAS3-840021-2007	Tantangan NHS, Tantangan

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant III (Senior Bookkeeper)	9	Php 21,211.00	Completion of 2 years studies in College	1 Year of Relevant Experience	4 Hours Relevant Training	Career Service (Sub – Professional) / First Level Eligibility

Duties and Responsibilities of **Administrative Assistant III (Senior Bookkeeper)**

To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Financial Records and Reports</b>	<ol style="list-style-type: none"> <li>Ascertains that transaction have been properly recorded in books.</li> <li>Verify financial statements made by subordinate, verify the journal voucher</li> </ol>

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	<ol style="list-style-type: none"><li>3. Prepares adjusting entries and journal vouchers</li><li>4. Prepares trial balances, monthly statements of income and expenditure and other financial statements</li></ol>
<b>Account Tracking</b>	<ol style="list-style-type: none"><li>1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of account or progress reports</li><li>2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records</li></ol>
<b>Financial Transactions Recording Procedures</b>	<ol style="list-style-type: none"><li>1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.</li><li>2. Provides inputs for improvement of accounting section</li><li>3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.</li></ol>

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 Schools Division of South Cotabato  
Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**  
Asst. Schools Division Superintendent  
HRMPSB Chairman

**KINDLY SPECIFY THE AREA/PLACE OF ASSIGNMENT YOU WISH TO BE ASSIGNED.**

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- 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 **innovation** (approved documentation of innovation), **research and development projects** (approved approval sheet and documentation of the research), **publication/authorship** (certification as writer and copy of the article/s published including author's name and publication date and cover page of magazine or newsletter & **speakership/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**.

**In the event of MULTIPLE APPLICATIONS (Area of Assignment) please prepare documents for each area/place of assignment.**

- **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:** **February 03, 2023**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.

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- **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-HRMPSE](https://bit.ly/SDOSC-ORF-NTPA-HRMPSE) for your online registration.

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

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