



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

Notice of Vacancy
January 18, 2023
NV No. 2023-006

Position Title	Plantilla Item No.	Place of Assignment
Four (4) Administrative Aide VI	OSEC-DECSB-ADA6-840174-2014	Schools Division of South Cotabato – Cash Unit
	OSEC-DECSB-ADA6-840169-2014	Schools Division of South Cotabato – Property and Supply Unit
	OSEC-DECSB-ADA6-840171-2014	Schools Division of South Cotabato – Office of the Schools Division Superintendent (SDS)
	OSEC-DECSB-ADA6-840173-2014	Schools Division of South Cotabato – Office of the Assistant Schools Division Superintendent (ASDS)

➤ **Qualification Standards Bases:**
 Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Aide VI	6	Php 17,553.00	Completion of 2 years studies in College Preferably with basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)

SDOSC-OSDS-HRMPSB-NV-v2.0r0.1, effective 10/05/2020



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Duties and Responsibilities of an **Administrative Aide VI (Cashiering Services)**
Cash Unit

To provide assistance to the Administrative Officer IV for Cash, in cash collection and disbursement and in the preparations and submission of cash related reports.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
CASH COLLECTION	<ol style="list-style-type: none">1. Receives cash and checks paid to the schools division office, issues receipts for money received and classify receipts by accounts for reporting purpose.2. Maintains cash books and balances and reconciles cash counts for daily reporting of cash on hand.3. Records and reports discrepancies and adjustments in collections to provide an explanation for variances.4. Remits to the AO IV (Cash) daily cash collections together with the daily collection reports, cash receipt vouchers and other documents for entry into the ledger and account books.
CASH DISBURSEMENT PAYMENT AND REMITTANCE	<ol style="list-style-type: none">1. Assists the Administrative Officer IV in checks preparation, encoding and filing of vouchers for submission to accounting unit.2. Assists in the issuance of checks and acceptance of official receipts for payments made.3. Records all transactions/checks is issued on the logbook.4. Assists in the preparation of Advice of Checks Issued and Cancelled (ACIC) /5. Assists the AO IV (Cash) reconcile records of disbursements with cash books.6. Assists the AO IV (Cash) in withdrawing cash for salaries and wages.
LIQUIDATION AND REPORTING	<ol style="list-style-type: none">1. Assists in the timely submission of all reports regarding cash collection, liquidation and disbursement for recording and reconciliation in the preparation of financial reports.

Duties and Responsibilities of an **Administrative Aide VI (Storekeeper II)**
Property and Supply Unit

To provide administrative support to the Supply Officer in the conduct of the inventory of physical properties, supplies, materials and equipment and in maintaining proper storage,

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delivery and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the SDO.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
SUPPLIES AND MATERIALS	<ol style="list-style-type: none"> 1. Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management. 2. Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources. 3. Prepare supplies and materials for issuance by the Supply Officer to requesting units. 4. Consolidate records on received and issued supplies and materials and prepare report on monthly balances.
PROPERTIES AND EQUIPMENT	<ol style="list-style-type: none"> 1. Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules and regulations to maintain accountability and inclusion in the books of accounts. 2. Determine serviceable properties and equipment requiring maintenance and repair in order to take appropriate action to extend its utilization. 3. Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference. 4. Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal. 5. Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.
DOCUMENTS AND RECORDS	<ol style="list-style-type: none"> 1. Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference 2. Recommends turning over to the Records Officer, critical documents for achieving and safekeeping

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Duties and Responsibilities of an **Administrative Aide VI (Data Entry Machine Operator) Office of the Schools Division Superintendent (SDS) and Office of the Assistant Schools Division Superintendent (ASDS).**

To provide clerical and secretariat support to AO V and administrative services function.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
SCHEDULES ADMINISTRATIVE SERVICES ACTIVITIES	1. Schedules/calendars meetings / appointments / training / workshops
RECORDS AND FILES	1. Documents / communications received, routed, tracked 2. Filing system created and maintained 3. Documents filed, retrieved, archived to Records Office or disposed as needed 4. Comprehensive and complete minutes of meetings / agenda attended 5. Daily attendance of Administrative Service Staff (to establish staff location)
ADMINISTRATIVE SUPPORT	1. Encoded documents 2. Support / logistics to training and conferences (registration / attendance, tokens, certificate of appearance) 3. Supporting documents, petty cash, documents / forms
SECRETARIAT AND FRONTLINE	1. Travel bookings made 2. Appointment, venue meals arranged 3. Received / routed calls 4. Visitors responded to 5. Follow through on inquiries

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

KINDLY SPECIFY THE PLACE OF ASSIGNMENT YOU WISH TO BE ASSIGNED

- 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 / Employment Certificate; and
- g. Other documents to support credits points under **innovation** (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, with cover page including the name/s of the author and publication date) & **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**.

PLEASE SUBMIT ONE (1) SET OF FASTENED (use safety paper fastener) **PERTINENT DOCUMENTS.**

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In the event of MULTIPLE APPLICATIONS (Place 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.
- **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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