



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

Notice of Vacancy
February 7, 2023
NV No. 2023-011

Position Title		Plantilla Item No.	Place of Assignment
One (1) Administrative Assistant II (Disbursing Officer II)	1	OSEC-DECSB -ADAS2-840082-2018	Schools Division of South Cotabato - Lamian National High School

➤ **Qualification Standards Bascs:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant II	8	Php 19,744.00	Completion of 2 years studies in College	1 year of Relevant Experience	4 Hours of Relevant Training	Career Service (Subprofessional) First Level Eligibility

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

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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Technical Competencies	<ol style="list-style-type: none"> 1. Takes custody of all cash funds and implements control procedures to safeguard said funds. 2. Ensures the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulations. 3. Controls and releases approved checks to DepEd creditors. 4. Prepares disbursement reports.

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@dened.gov.ph





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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
Office of the 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. 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**).

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- 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.**

- **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 21, 2023,** 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-HRMPSE** for your online registration.

RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

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