



Republic of the Philippines
Department of Education

REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
 Superintendent

29 August 2023

DIVISION MEMORANDUM
 OSDS No. **107**, s. 2023

NOTICE OF VACANCY FOR ADMINISTRATIVE ASSISTANT III

To: Schools Division
 Public Schools District Supervisors/Principals In-Charge
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce the following vacant positions:

a. Position Details

Position Title	No	Plantilla Item Number	Place of Assignment
ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	6	OSEC-DECSB-ADAS3-840029-2017	Schools Division Office (Elementary)
		OSEC-DECSB-ADAS3-840028-2017	
		OSEC-DECSB-ADAS3-840037-2017	Schools Division Office (Office of the Schools Division Superintendent)
		OSEC-DECSB-ADAS3-840050-2017	
		OSEC-DECSB-ADAS3-840087-2018	
		OSEC-DECSB-ADAS3-840041-2017	

b. CSC Qualification Standards

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant III	9	21, 129.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Eligibility (First Level Eligibility)

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph





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c. Duties and Responsibilities

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

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
Financial Records and Reports	<ul style="list-style-type: none"> • Ascertains that transactions have been properly recorded in books • Verify financial statements made by subordinate, verify the journal voucher • Prepares adjusting entries and journal vouchers • Prepares trial balances, monthly statements of income and expenditure and other financial statements
Account Tracking	<ul style="list-style-type: none"> • Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports • Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records Financial Transactions Recording Procedures
Financial Transactions Recording Procedures	<ul style="list-style-type: none"> • Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuance of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers • Provides inputs for improvement of accounting section • Reviews, revises and gives feedback on the work of accounting and bookkeeping staff

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and send to the address below

d. Documentary Requirements

- i. Letter of intent address to the Schools Division Superintendent

LEONARDO M. BALALA, CESE
 Schools Division Superintendent

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- ii. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- iii. Photocopy of Certificate of Eligibility/Rating/License;
- iv. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- v. Photocopy of Certificate of Relevant Trainings;
- vi. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- vii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- viii. Checklist of Requirements and Omnibus Sworn Statement on the Certification and Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 Data Privacy Act of 2012), using the DepEd Order 007, s. 2023: Annex C; and
- ix. Other documents that can use as means of verification on the following:
 - 1. Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);
 - 2. Application of Education;
 - 3. Application of Learning and Development; and
 - 4. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in Item d (vii) is not relevant to the position.

Pertinent papers of applicants shall include of table of contents and should be properly **earmarked**.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, **“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”** enclosure No. 5: **Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**. The following is the point system for Evaluative Assessment for Non-Teaching Position: SG 1-9 (Non-General Services):

Criteria	Breakdown of Points SG 1-9 (Non-General Services)
Education	5
Training	5
Experience	20

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Criteria	Breakdown of Points SG 1-9 (Non-General Services)
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100

3. **Deadline for submission of complete pertinent documents:**
September 13, 2023, No pertinent papers shall be accepted thereafter.

4. The following shall be the timelines for the recruitment and selection:

ACTIVITY	SCHEDULE
Initial Evaluation of Documents of Applicants	September 13-15, 2023
Finalization of the Summary of Initial Evaluation Result (IER)	September 18, 2023
Conduct of Behavioral Event Interviewing, Written Test and Work Sample Test	To be announced
Conduct of Open Ranking and HRMP SB Final Deliberation	To be announced
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent	

5. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.

6. **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-HRMP SB for your online registration.

7. This division practices Equal Employment Opportunity Principle, thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

8. To ensure timeliness in the recruitment and selection process, HRMP SB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.

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9. For clarifications and inquiries, please contact the Personnel Section at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
10. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT HIRING
RECRUITMENT

NHT/DM- notice of vacancy for administrative assistant iii
0000/August 29, 2023

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