



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

**Office of Schools Division  
 Superintendent**

**01 Sept 2023**

DIVISION MEMORANDUM  
 OSDS No. **112**, s. 2023

NOTICE OF VACANCY FOR ADMINISTRATIVE ASSISTANT II OF NORALA NHS,  
 TANTANGAN NHS AND UPPER KLINAN NHS AND ADMINISTRATIVE AIDE IV OF  
 LIBERTAD NHS

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 II (Disbursing Officer) | 1   | OSEC-DECSB-ADAS2-840026-2007 | Norala NHS          |
|  | 1   | OSEC-DECSB-ADAS2-840023-2007 | Tantangan NHS       |
|  | 1   | OSEC-DECSB-ADAS2-840049-2009 | Upper Klinan NHS    |
| Administrative Aide IV                           | 1   | OSEC-DECSB-ADA4-840106-2004  | Libertad NHS        |

**b. CSC Qualification Standards**

| Position Title              | SG | Basic Monthly Salary | Education                                | Experience                 | Training                  | Eligibility   |
|-----------------------------|----|----------------------|--|----------------------------|---------------------------|---|
| Administrative Assistant II | 8  | 19,744.00            | Completion of 2 years studies in College | 1-year relevant experience | 4 hours relevant training | Career Service (Subprofessional)/ First Level Eligibility |
| Administrative Aide IV      | 4  | 15,586               | Completion of 2 years studies in         | None required              | None required             | Career Service (Subprofessional)/                         |

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](mailto:south.cotabato@deped.gov.ph)





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| Position Title | SG | Basic Monthly Salary | Education | Experience | Training | Eligibility             |
|----------------|----|----------------------|-----------|------------|----------|-------------------------|
|                |    |                      | College   |            |          | First Level Eligibility |

**c. Duties and Responsibilities**

Duties and Responsibilities of **Administrative Assistant II**

This position shall assist in finance and administrative related services such as accounting, budgeting and payroll processing and ensuring efficient office operations.

| KEY RESULT AREA/S                           | DUTIES AND RESPONSIBILITIES   |
|---|---|
| Accounting Records                          | <ul style="list-style-type: none"> <li>Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference.</li> <li>Maintains accounting databases by entering data into the computer and processing backups.</li> <li>Reconciles bank statements by comparing statements with general ledger.</li> </ul>                     |
| Accounting Reports                          | <ul style="list-style-type: none"> <li>Verifies financial reports by running performance analysis software program.</li> <li>Determines value of depreciable assets by running depreciation software program</li> </ul>   |
| Financial Transactions Recording Procedures | <ul style="list-style-type: none"> <li>Takes custody of all cash funds and implements control procedures to safeguard said funds</li> <li>Ensures the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulations</li> <li>Controls and releases approved checks to DepEd creditors</li> <li>Prepares disbursement reports</li> </ul> |

Duties and Responsibilities of **Administrative Aide IV**

To provide clerical assistance to the administrative functions in Libertad National High School.







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| KEY RESULT AREA/S      | DUTIES AND RESPONSIBILITIES  |
|------------------------|--|
| Record Management      | <ul style="list-style-type: none"><li>• Receive, record in logbook and address documents/communications</li><li>• Create and maintain filing system</li><li>• Documents filed, retrieved, archived to Records Office or disposed as needed</li><li>• Record and release documents to other offices</li></ul> |
| Administrative Support | <ul style="list-style-type: none"><li>• Encode reports and prepare forms/documents</li><li>• Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li></ul>  |
| Frontline Services     | <ul style="list-style-type: none"><li>• Receive, route calls</li><li>• Respond to customers and follow through on inquiries</li></ul>  |

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

**d. Documentary Requirements**

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

**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

- 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 Career Service (Subprofessional)/First Level Eligibility/valid and updated PRC License;
- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. Photocopy of Certificate of Relevant Trainings;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- ix. 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

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- x. 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(viii) 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:

| Criteria  | Breakdown of Points<br>(General Services) | Breakdown of Points<br>SG 1-9<br>(Non-General Services) |
|---|---|---|
| Education                                       | 5   | 5   |
| Training  | 5   | 5   |
| Experience                                      | 20  | 20  |
| Performance                                     | 10  | 20  |
| Outstanding Accomplishments                     | 5   | 10  |
| Application of Education                        | -   | 10  |
| Application of Learning and Development         | -   | 10  |
| Potential (Written Test, BEI, Work Sample Test) | 55  | 20  |
| <b>TOTAL</b>                                    | <b>100</b>                                | <b>100</b>  |

3. Deadline for submission of pertinent documents shall be on **September 18, 2023** at the school where the vacancy exists. No pertinent papers shall be accepted thereafter.

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

| ACTIVITY   | SCHEDULE              | PERSON RESPONSIBLE            |
|--|-----------------------|-------------------------------|
| Deadline of submission of application documents to school AO   | September 18, 2023    | Applicant, School AO          |
| Initial Evaluation of Documents of Applicants/ Conduct of Behavioral Event Interviewing (BEI) and Written Exam   | September 18-20, 2023 | School AO, School HRMPSB      |
| Submission of Application Documents, and other means of verification to support the conduct of Behavioral Event Interviewing (BEI) and Written Exam from school to SDO | September 21, 2023    | School AO                     |
| Conduct of Open Ranking and Final Deliberation   | September 26, 2023    | HRMPSB and HRMPSB Secretariat |

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 school where the vacancy exists. In addition, kindly access this link [bit.ly/SDOSC-ORF-NTPA-HRMPSB](https://bit.ly/SDOSC-ORF-NTPA-HRMPSB) 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, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.

9. For more information and inquiry, you may contact Nerie H. Tresbe, AO IV – OIC Personnel Section at 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.

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10. Immediate dissemination of this memorandum is desired.

  
**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 ii of noralan nhs, tantangan nhs and upper klinan nhs and administrative aide iv of libertad nhs  
0000/September 1, 2023

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