



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

**Office of the Schools Division  
 Superintendent**

**03 Nov 2023**

DIVISION MEMORANDUM  
 OSDS No. **147**, s. 2023

**NOTICE OF VACANCY FOR ADMINISTRATIVE OFFICER II**

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 position:

**a. Position Title:** Administrative Officer II (36)

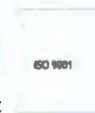
**b. Position Details**

Position Title	No.	Plantilla Item Number	Place of Assignment
ADMINISTRATIVE OFFICER II	2	OSEC-DECSB-ADOF2-840021-2020	Office of the Schools Division Superintendent (OSDS) Elementary
		OSEC-DECSB-ADOF2-840059-2020	
	4	OSEC-DECSB-ADOF2-840134-2021	Office of the Schools Division Superintendent (OSDS) Field Office
		OSEC-DECSB-ADOF2-840177-2022	
		OSEC-DECSB-ADOF2-840172-2021	
		OSEC-DECSB-ADOF2-840145-2021	
	3	OSEC-DECSB-ADOF2-840223-2022	OSDS – Bato ES, Polomolok 3
		OSEC-DECSB-ADOF2-840200-2022	OSDS – New Buenavista ES, Surallah 1
		OSEC-DECSB-ADOF2-840244-2022	OSDS – Mangilala IS, Tantaran 1

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



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Position Title	No.	Plantilla Item Number	Place of Assignment
	23	OSEC-DECSB-ADOF2-840004-2023	OSDS - P. Septin Elementary School, Banga East
		OSEC-DECSB-ADOF2-840005-2023	OSDS - Ebenezer Elementary School, Banga South
		OSEC-DECSB-ADOF2-840006-2023	OSDS - Traankini Elementary School, Lake Sebu East
		OSEC-DECSB-ADOF2-840007-2023	OSDS - Datu Kahar Macasayon Elementary School, Lake Sebu East
		OSEC-DECSB-ADOF2-840008-2023	OSDS - Lake Soluton Integrated School, Lake Sebu East
		OSEC-DECSB-ADOF2-840009-2023	OSDS - Bandala ES, Lake Sebu West
		OSEC-DECSB-ADOF2-840010-2023	OSDS - Kinubing ES, Lake Sebu West
		OSEC-DECSB-ADOF2-840011-2023	OSDS - New Cebu ES, Lake Sebu West
		OSEC-DECSB-ADOF2-840012-2023	OSDS - Proper Ned ES, Lake Sebu West
		OSEC-DECSB-ADOF2-840013-2023	OSDS - Tubog ES, Lake Sebu West
		OSEC-DECSB-ADOF2-840014-2023	OSDS - Antual ES, Lake Sebu West
		OSEC-DECSB-ADOF2-840015-2023	OSDS - Seven Lakes ES, Lake Sebu West
		OSEC-DECSB-ADOF2-840016-2023	OSDS - Tuburan ES, Lake Sebu West
		OSEC-DECSB-ADOF2-	OSDS - Puti Elementary

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Position Title	No.	Plantilla Item Number	Place of Assignment
		840017-2023	School, Norala
		OSEC-DECSB-ADOF2-840018-2023	OSDS - Alnamang Elementary School, Polomolok East
		OSEC-DECSB-ADOF2-840019-2023	OSDS - Lambusong Elementary School, Surallah Central
		OSEC-DECSB-ADOF2-840020-2023	OSDS - Lamdamay ES, T'Boli East
		OSEC-DECSB-ADOF2-840021-2023	OSDS - Mongocayo Elementary School, T' Boli East
		OSEC-DECSB-ADOF2-840022-2023	OSDS - Dangcong ES, T' Boli West
		OSEC-DECSB-ADOF2-840023-2023	OSDS - Tudok ES, T' Boli West
		OSEC-DECSB-ADOF2-840024-2023	OSDS - Kule Elementary School, T' Boli West
		OSEC-DECSB-ADOF2-840025-2023	OSDS - Tokay Mai Elementary School, Tampakan
		OSEC-DECSB-ADOF2-840026-2023	OSDS - Ludovico I. Senador Elementary School, Tupi North
	4	OSEC-DECSB-ADOF2-840027-2023	OSDS - Lampari National High School, Banga East
		OSEC-DECSB-ADOF2-840028-2023	OSDS - Rang-ay Integrated School, Banga South
		OSEC-DECSB-ADOF2-840029-2023	OSDS - Pulo Subong IS, Lake Sebu West

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Position Title	No.	Plantilla Item Number	Place of Assignment
		OSEC-DECSB-ADOF2-840030-2023	OSDS - Kablon National High School - Polonuling NHS Annex, Tupi South

**c. CSC Qualification Standards**

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Officer II	11	P27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Eligibility (Professional)

**d. Duties and Responsibilities**

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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Recruitment and Selection</b>	<ul style="list-style-type: none"> <li>• Provide human resource management support to the school head and coordinate with AO IV (HRMO II) of the SDO on the following HR-related functions:               <ul style="list-style-type: none"> <li>▪ Recruitment and selection of applicants in the schools under his/her assigned district;</li> <li>▪ Promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation and issuance of appointment; and</li> <li>▪ Preparation of Equivalent Record Forms (ERF) of qualified teachers under his/her jurisdiction and submission of these documents to SDO for processing.</li> </ul> </li> </ul>
<b>Personnel Records</b>	<ul style="list-style-type: none"> <li>• Update regularly 201 files and maintain a reliable database of personal information of all personnel under his/her jurisdiction;</li> <li>• Act/assist the designated Agency Authorized Officers (AAOs) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be;</li> <li>• Consolidate daily time record (DTR) and other necessary attachments of school personnel and prepare monthly report of service (Form 7);</li> </ul>

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto;</li> <li>• Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS;</li> <li>• Update vacation service/leave credits of school personnel and regularly communicate to all concerned;</li> <li>• Maintain the confidentiality of personal information of school personnel to which he/she has legal access; and</li> <li>• Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.</li> </ul>
<b>Compensation and Benefits</b>	<ul style="list-style-type: none"> <li>• Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g., maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc.);</li> <li>• Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification; and</li> <li>• Process retirement/separation benefits of school personnel for endorsement by the school head to the SDO.</li> </ul>
<b>Other HR – related functions</b>	<ul style="list-style-type: none"> <li>• Update school personnel of the latest HR-related policies;</li> <li>• Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school;</li> <li>• Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school;</li> <li>• Prepare and submit HR-related reports to school head/HRMO;</li> <li>• Coordinate regularly with the HRMO in the implementation of HR policies and guidelines; and</li> <li>• Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.</li> </ul>
<b>Property Custodianship</b>	<ul style="list-style-type: none"> <li>• Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head;</li> <li>• Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility;</li> </ul>

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials;</li> <li>• Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school; and</li> <li>• Prepare and submit reports on all property accountability of the school.</li> </ul>
<b>General Administrative Support</b>	<ul style="list-style-type: none"> <li>• Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers;</li> <li>• Assist the school planning team in the preparation of SIP/AIP;</li> <li>• Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.; and</li> <li>• Perform other functions as may be assigned by the School Head.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Assist the School Head on the preparation of the following documents such as but not limited to:             <ul style="list-style-type: none"> <li>✓ Cash disbursement register;</li> <li>✓ Authority to debit/credit account; and</li> <li>✓ Liquidation reports including supporting documents.                 <ul style="list-style-type: none"> <li>▪ For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies;</li> <li>▪ Facilitate submission of all financial documents to the SDO and/or bank, if necessary;</li> <li>▪ Provide assistance to other financial-related task of the School Head;</li> <li>▪ Perform other functions as may be assigned by the School Head.</li> </ul> </li> </ul> </li> </ul>

**e. Documentary Requirements**

- i. Letter of intent specifying the place of assignment being applied for and address to the Schools Division Superintendent

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

- ii. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- iii. Photocopy of Certificate of Career Service Eligibility (Professional) /valid and updated PRC License;

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- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. If the General Weighted Average (GWA) is not specified in the Transcript of Records, ensure to attach a Certificate of GWA issued by the school;
- vii. Photocopy of Certificate of Relevant Trainings;
- viii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- ix. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- x. 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
- xi. 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 e(ix) is not relevant to the position.

Pertinent papers of applicants shall include table of contents, properly **earmarked** and **sequentially arranged**. Also, Indicate the place of assignment being applied for at the cover page.

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 10-22 and SG 27:

Criteria	Breakdown of Points SG 10-22 and SG 27
Education	5
Training	10
Experience	15
Performance	20

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Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100</b>

3. Application documents shall be submitted to the Schools Division Office on or before **November 24, 2023**. No pertinent papers shall be accepted thereafter.

4. Color Coding of Folders based on Place of Assignment:

Banga	Sky Blue
Surallah	Brown
Norala	Green
T'boli	Violet
Lake Sebu	Pink
Tantangan	Yellow
Tampakan	Gold
Tupi	Red
Polomolok	Orange
OSDS	White

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

ACTIVITY	SCHEDULE
Orientation of HRMPSB Committee (Administrative Officer II) on DepEd Order No. 07, s. 2023	November 15, 2023
Evaluation of Documents of Applicants and Finalization of the Summary of Initial Evaluation Result (IER) by the HRMPSB Committee and Administrative Officer II	November 27-29, 2023 December 4, 2023
Conduct of Behavioral Event Interviewing, Written Test and Work Sample Test by the HRMPSB Committee to the Qualified Applicants	December 5-6, 2023
Conduct of Open Ranking and HRMPSB Final Deliberation including Qualified Applicants	December 7, 2023
Submission of Signed Comparative Assessment Result to the Schools Division Superintendent	December 11, 2023

6. 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.

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7. Applicants are advised to access this link [bit.ly/SDOSC-ORF-NTPA-HRMPSB](https://bit.ly/SDOSC-ORF-NTPA-HRMPSB) for online registration.
8. 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.
9. 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.
10. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, OIC-HRMO at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
11. 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 officer ii  
0000/november 3, 2023

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