



Republic of the Philippines
Department of Education

REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
 Superintendent

16 Nov 2023

DIVISION MEMORANDUM
 OSDS No. **163**, s. 2023

NOTICE OF VACANCY FOR ADMINISTRATIVE ASSISTANT 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 positions:

a. Position Details

Position Title	No.	Plantilla Item No.	Plantilla/Place of Assignment
Administrative Assistant II (Disbursing Officer II)	12	OSEC-DECSB-ADAS2-840252-2016	Senior High School
		OSEC-DECSB-ADAS2-840243-2016	Senior High School
		OSEC-DECSB-ADAS2-840232-2016	Senior High School
		OSEC-DECSB-ADAS2-840198-2016	Senior High School
		OSEC-DECSB-ADAS2-840240-2016	Senior High School
		OSEC-DECSB-ADAS2-840222-2016	Senior High School
		OSEC-DECSB-ADAS2-840249-2016	Senior High School
		OSEC-DECSB-ADAS2-840205-2016	Senior High School
		OSEC-DECSB-ADAS2-840256-2016	Senior High School
		OSEC-DECSB-ADAS2-840052-2017	OSDS
		OSEC-DECSB-ADAS2-840042-2017	OSDS
		OSEC-DECSB-ADAS2-840031-2017	Elementary

➤ **Qualification Standards Bases:**

Civil Service Commission

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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Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant II (Disbursing Officer II)	9	Php 19,744.00	Completion of 2 years studies in College	1 Year of Relevant Experience	4 Hours Relevant Training	Career Service (Sub – Professional) /First Level Eligibility

Duties and Responsibilities of **Administrative Assistant II (Disbursing Officer)**

To support accounting operations by filing documents; reconciling statements; running software program. Collects, disburses, accounts for, records, reports and remits funds for receipt, custody, payment and disbursement.

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

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.

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

b. 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
- 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**.

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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 SG 1-9 (Non-General Services)
Education	5
Training	5
Experience	20
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. The deadline for submission of pertinent documents shall be on **December 15, 2023** at the Division Office. No pertinent papers shall be accepted thereafter.

4. 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.

5. **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-HRMPSE**](http://bit.ly/SDOSC-ORF-NTPA-HRMPSE) for your online registration.

6. 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.

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

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8. 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.
9. 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
0000/November 16, 2023

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