



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

**Office of the Schools Division
 Superintendent**

14 Feb 2024

DIVISION MEMORANDUM
 OSDS No. **022** s. 2024

**NOTICE OF VACANCY FOR ADMINISTRATIVE ASSISTANT III
 OF UPPER KLINAN NHS**

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

1. This is to announce the vacant position:
 - a. **Position Title:** Administrative Assistant III

b. Position Details

POSITION TITLE	NO	PLANTILLA ITEM NO.	PLANTILLA/SCHOOL/DISTRICT ASSIGNMENT
Administrative Assistant III	1	OSEC-DECSB-ADAS3-840052-2009	UPPER KLINAN NHS

c. CSC Qualification Standards

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant III	9	Php 21,211	Completion of 2 years studies in College	1 year of relevant experience	4 Hours Relevant Training	Career Service (Sub – Professional) / First Level Eligibility

d. Duties and Responsibilities

Duties and Responsibilities of Administrative Assistant III



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



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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	<ol style="list-style-type: none"> 1. Ascertains that transaction have been properly recorded in books. 2. Verify financial statements made by subordinate, verify the journal voucher 3. Prepares adjusting entries and journal vouchers 4. Prepares trial balances, monthly statements of income and expenditure and other financial statements
Account Tracking	<ol style="list-style-type: none"> 1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of account or progress reports 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	<ol style="list-style-type: none"> 1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. 2. Provides inputs for improvement of accounting section 3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

e. Documentary Requirements

- Letter of intent address to the Schools Division Superintendent

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

- Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of valid and updated PRC License.
- Photocopy of Certificate of Ratings;
- Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- Photocopy of Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent;



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- viii. Photocopy of Certificate of Relevant Trainings, Awards, Recognitions, and/or Outstanding Accomplishments taken/received/conducted after the last promotion;
- ix. Other documents to support credits points under **innovation** (shall attach complete documentation of the innovation – proposal and terminal report), **research and development** (attach copy of approved research proposal and completed research), **publication/authorship** (attach copy of article/s/ books with cover page or page where the author/s and publication date are stated) & **speakership/consultancy** (shall attach copy of speakership certificate); and
- 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 001, s. 2023: Annex C.

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

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

2. The deadline for submission of pertinent documents shall be on **February 29, 2024** at the Division Office through Records Section. No pertinent papers shall be accepted thereafter.



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3. 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.
4. Applicants are advised to access this link <https://bit.ly/SDOSOnlineRegistrationofApplicants> for online registration.
5. 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.
6. 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.
7. 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.
8. Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

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

RECRUITMENT EMPLOYMENT HIRING

NHT/DM- notice of vacancy for administrative assistant iii of upper klinan nhs
0000/February 14, 2024



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