



Republic of the Philippines
Department of Education

REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
 Superintendent**

18 Jun 2024

DIVISION MEMORANDUM
 OSDS No. **106**, s. 2024

NOTICE OF VACANCY FOR ADMINISTRATIVE OFFICER II

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 following vacant positions:

a. Position Details

Position Title	No.	Plantilla Item No.	Plantilla/Place of Assignment
Administrative Officer II	26	OSEC-DECSB-ADOF2-840064-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840065-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840066-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840067-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840068-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840069-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840070-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840071-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840072-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840073-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840074-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840075-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840076-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840077-2024	Upper Klinan NHS - Palkan Annex



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	No.	Plantilla Item No.	Plantilla/Place of Assignment
		OSEC-DECSB-ADOF2-840078-2024	SDO South Cotabato-Secondary
		OSEC-DECSB-ADOF2-840079-2024	SDO South Cotabato-Secondary
		OSEC-DECSB-ADOF2-840080-2024	SDO South Cotabato Kesegmung IS
		OSEC-DECSB-ADOF2-840081-2024	SDO South Cotabato Lumakil IS
		OSEC-DECSB-ADOF2-840082-2024	SDO South Cotabato Upper Sepaka IS
		OSEC-DECSB-ADOF2-840083-2024	SDO South Cotabato Odos Angkoy IS
		OSEC-DECSB-ADOF2-840084-2024	SDO South Cotabato Lamhako IS
		OSEC-DECSB-ADOF2-840085-2024	SDO South Cotabato Lusok IS
		OSEC-DECSB-ADOF2-840086-2024	SDO South Cotabato-Secondary
		OSEC-DECSB-ADOF2-840087-2024	SDO South Cotabato-Secondary
		OSEC-DECSB-ADOF2-840088-2024	SDO South Cotabato Diata IS
		OSEC-DECSB-ADOF2-840089-2024	SDO South Cotabato Basag IS
Administrative Officer II	1	OSEC-DECSB-ADOF2-840063-2020	SDO South Cotabato

b. CSC Qualification Standards:

Position Title	Administrative Officer II
Salary Grade	11
Basic Monthly Salary	Php 27,000.00
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service Eligibility (Professional)

c. Duties and Responsibilities-Administrative Officer II

This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Recruitment and Selection	<ul style="list-style-type: none"> • 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"> ▪ Recruitment and selection of applicants in the schools under his/her assigned district; ▪ 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 ▪ Preparation of Equivalent Record Forms (ERF) of qualified teachers under his/her jurisdiction and submission of these documents to SDO for processing.
Personnel Records	<ul style="list-style-type: none"> • Update regularly 201 files and maintain a reliable database of personal information of all personnel under his/her jurisdiction; • 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; • Consolidate daily time record (DTR) and other necessary attachments of school personnel and prepare monthly report of service (Form 7); • Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto; • Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS; • Update vacation service/leave credits of school personnel and regularly communicate to all concerned; • Maintain the confidentiality of personal information of school personnel to which he/she has legal access; and • 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.
Compensation and Benefits	<ul style="list-style-type: none"> • 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.); • Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification; and • Process retirement/separation benefits of school personnel for endorsement by the school head to the SDO.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	oversight agencies; <ul style="list-style-type: none"> ▪ Facilitate submission of all financial documents to the SDO and/or bank, if necessary; ▪ Provide assistance to other financial-related task of the School Head; ▪ Perform other functions as may be assigned by the School Head.

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, CESO V
 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 (Professional), Second level Eligibility;
- 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



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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**. Applicants should be specific about the position and place of assignment they are applying for.

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)	Breakdown of Points SG 10-22 and SG 27
Education	5	5
Training	5	10
Experience	20	15
Performance	20	20
Outstanding Accomplishments	10	10
Application of Education	10	10
Application of Learning and Development	10	10
Potential (Written Test, BEI, Work Sample Test)	20	20
TOTAL	100	100

3. The deadline for submission of pertinent documents shall be on **June 28, 2024** at the Schools 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 https://bit.ly/Online_Registration_of_AOII_Applicants for your online registration.
6. This division practices Equal Employment Opportunity Principle, thus accepts application from all applicants irrespective of age, sex, sexual orientation,



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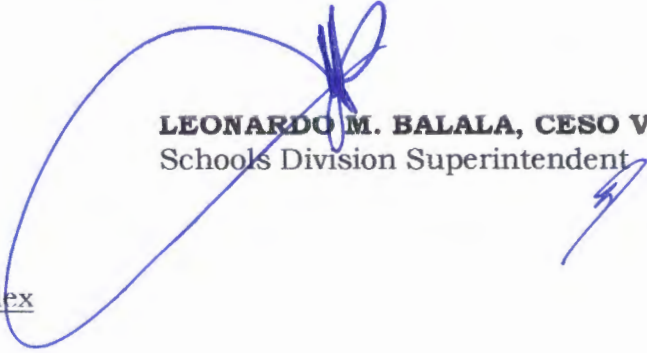
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gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

7. 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.

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, CESO V
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/June 18, 2024