



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

**Office of the Schools Division  
Superintendent**

**15 Aug 2024**

DIVISION MEMORANDUM  
OSDS No. **138**, s. 2024

**NOTICE OF VACANCY FOR ADMINISTRATIVE AIDE VI**

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/s:

**a. Position Details**

<b>Position Title</b>	<b>No.</b>	<b>Plantilla Item No.</b>	<b>Place of Assignment</b>
Administrative Aide VI	1	OSEC-DECSB- ADA6-840171-2014	Schools Division of South Cotabato
	1	OSEC-DECSB- ADA6-840169-2014	Schools Division of South Cotabato
	1	OSEC-DECSB- ADA6-840174-2014	Schools Division of South Cotabato
	1	OSEC-DECSB- ADA6-840173-2014	Schools Division of South Cotabato

**b. CSC Qualification Standards**

<b>Position Title</b>	Administrative Aide VI
<b>Salary Grade</b>	6
<b>Basic Monthly Salary</b>	Php 18,255.00
<b>Education</b>	Completion of 2 years studies in College  <b>Preferably</b> with basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
<b>Experience</b>	None Required
<b>Training</b>	None Required
<b>Eligibility</b>	Career Service Sub-Professional (First Level Eligibility)



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**c. Duties and Responsibilities**

Duties and Responsibilities of an **Administrative Aide VI (Cashiering Services)**  
**Cash Unit**

To provide assistance to the Administrative Officer IV for Cash, in cash collection and disbursement and in the preparations and submission of cash related reports.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>CASH COLLECTION</b>	<ol style="list-style-type: none"><li>1. Receives cash and checks paid to the schools division office, issues receipts for money received and classify receipts by accounts for reporting purpose.</li><li>2. Maintains cash books and balances and reconciles cash counts for daily reporting of cash on hand.</li><li>3. Records and reports discrepancies and adjustments in collections to provide an explanation for variances.</li><li>4. Remits to the AO IV (Cash) daily cash collections together with the daily collection reports, cash receipt vouchers and other documents for entry into the ledger and account books.</li></ol>
<b>CASH DISBURSEMENT PAYMENT AND REMITTANCE</b>	<ol style="list-style-type: none"><li>1. Assists the Administrative Officer IV in checks preparation, encoding and filing of vouchers for submission to accounting unit.</li><li>2. Assists in the issuance of checks and acceptance of official receipts for payments made.</li><li>3. Records all transactions/checks is issued on the logbook.</li><li>4. Assists in the preparation of Advice of Checks Issued and Cancelled (ACIC) /</li><li>5. Assists the AO IV (Cash) reconcile records of disbursements with cash books.</li><li>6. Assists the AO IV (Cash) in withdrawing cash for salaries and wages.</li></ol>
<b>LIQUIDATION AND REPORTING</b>	<ol style="list-style-type: none"><li>1. Assists in the timely submission of all reports regarding cash collection, liquidation and disbursement for recording and reconciliation in the preparation of financial reports.</li></ol>

Duties and Responsibilities of an **Administrative Aide VI (Storekeeper II)**  
**Property and Supply Unit**

To provide administrative support to the Supply Officer in the conduct of the inventory of physical properties, supplies, materials and equipment and in maintaining proper storage, delivery and issuance of such, to ensure adequate



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and timely provision of supplies and equipment to the management and staff of the SDO.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>SUPPLIES AND MATERIALS</b>	<ol style="list-style-type: none"><li>1. Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management.</li><li>2. Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources.</li><li>3. Prepare supplies and materials for issuance by the Supply Officer to requesting units.</li><li>4. Consolidate records on received and issued supplies and materials and prepare report on monthly balances.</li></ol>
<b>PROPERTIES AND EQUIPMENT</b>	<ol style="list-style-type: none"><li>1. Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules and regulations to maintain accountability and inclusion in the books of accounts.</li><li>2. Determine serviceable properties and equipment requiring maintenance and repair in order to take appropriate action to extend its utilization.</li><li>3. Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference.</li><li>4. Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal.</li><li>5. Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.</li></ol>
<b>DOCUMENTS AND RECORDS</b>	<ol style="list-style-type: none"><li>1. Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference</li><li>2. Recommends turning over to the Records Officer, critical documents for achieving and safekeeping</li></ol>

Duties and Responsibilities of an **Administrative Aide VI (Data Entry Machine Operator) Office of the Schools Division Superintendent (SDS) and Office of the Assistant Schools Division Superintendent (ASDS).**



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To provide clerical and secretariat support to AO V and administrative services function.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>SCHEDULES ADMINISTRATIVE SERVICES ACTIVITIES</b>	1. Schedules/calendars meetings / appointments / training / workshops
<b>RECORDS AND FILES</b>	1. Documents / communications received, routed, tracked 2. Filing system created and maintained 3. Documents filed, retrieved, archived to Records Office or disposed as needed 4. Comprehensive and complete minutes of meetings / agenda attended 5. Daily attendance of Administrative Service Staff (to establish staff location)
<b>ADMINISTRATIVE SUPPORT</b>	1. Encoded documents 2. Support / logistics to training and conferences (registration / attendance, tokens, certificate of appearance) 3. Supporting documents, petty cash, documents / forms
<b>SECRETARIAT AND FRONTLINE</b>	1. Travel bookings made 2. Appointment, venue meals arranged 3. Received / routed calls 4. Visitors responded to 5. Follow through on inquiries

**d. Documentary Requirements**

Interested and qualified applicants should signify their interest through writing and attach the following documents:

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

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

- ii. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- iii. Photocopy of Eligibility for ADA VI and Certificate of Ratings;



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- iv. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- v. Photocopy of Certificate of Relevant Trainings;
- vi. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- vii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- viii. 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
- ix. Other documents that can use as means of verification on the Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group)

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

2. The Criteria for Evaluation to be used for the vacant position shall be **DepEd Order No. 007, s. 2023 – Enclosure No. 5 Criteria and Point System for Hiring and Promotion to Non-Teaching Personnel**.

Criteria	Breakdown of Points General Services
Education	5
Training	5
Experience	20
Performance	10
Outstanding Accomplishments	5
Potential (Written Test, BEI, Work Sample Test)	55
<b>TOTAL</b>	<b>100</b>

3. Applicants shall submit pertinent documents to the SDO Records Section on or before **August 28, 2024**.

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.



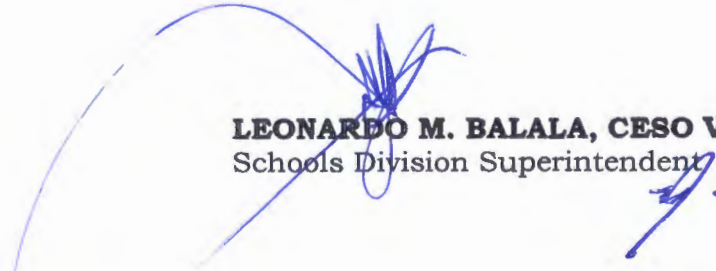
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5. Pertinent papers of applicants shall include table of contents, and should be properly **earmarked** and **sequentially arranged**.
6. This division practices Equal Employment Opportunity Principle; thus, accepts application from all applicants 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, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.
8. For any inquiries, please contact Nerie H. Tresbe, Administrative Officer IV 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 aide vi  
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