



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

30 Sep 2024

DIVISION MEMORANDUM
OSDS No. **167**, s. 2024

NOTICE OF VACANCY FOR ADMINISTRATIVE ASSISTANT I,
ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT III AND
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 Assistant II	11	OSEC-DECSB-ADAS2-840017-2004	OSDS
		OSEC-DECSB-ADAS2-840053-2017	OSDS
		OSEC-DECSB-ADAS2-840267-2016	SHS
		OSEC-DECSB-ADAS2-840209-2016	SHS
		OSEC-DECSB-ADAS2-840253-2016	SHS
		OSEC-DECSB-ADAS2-840223-2016	SHS
		OSEC-DECSB-ADAS2-840210-2016	SHS
		OSEC-DECSB-ADAS2-840239-2016	SHS
		OSEC-DECSB-ADAS2-840027-2007	TAMPAKAN NHS
		OSEC-DECSB-ADAS2-840031-2004	TAMPAKAN NHS
		OSEC-DECSB-ADAS2-840029-2004	STO. NIÑO NHS
Administrative Assistant III	4	OSEC-DECSB-ADAS3-840096-2014	ELEM
		OSEC-DECSB-ADAS3-840082-2018	OSDS



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REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

Position Title	No.	Plantilla Item No.	Plantilla/Place of Assignment
		OSEC-DECSB-ADAS3-840053-2009	POLONULING NHS
		OSEC-DECSB-ADAS3-840022-2004	POLOMOLOK NHS
Administrative Officer II	3	OSEC-DECSB-ADOF2-840170-2021	OSDS (To any School in SDO South Cotabato)
		OSEC-DECSB-ADOF2-840155-2021	OSDS (To any School in SDO South Cotabato)
		OSEC-DECSB-ADOF2-840197-2021	OSDS (To any School in SDO South Cotabato)

b. CSC Qualification Standards:

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant II	8	20,534.00	Completion of 2 years studies in College	1 year of Relevant Experience	4 hours of Relevant Training	Career Service Sub-professional) First Level
Administrative Assistant III	9	22,219.00	Completion of 2 years studies in College	1 year of Relevant Experience	4 hours of Relevant Training	Career Service (Sub-Professional) First Level Eligibility
Administrative Officer II	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service Eligibility (Professional)

c. Duties and Responsibilities

Administrative Assistant II

To support accounting operations by filing documents; reconciling statements; running software program. Collects, disburses, accounts for,



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REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

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

Administrative Assistant III

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	<ul style="list-style-type: none"> • Ascertains that transaction have been properly recorded in books. • Verify financial statements made by subordinate, verify the journal voucher. • Prepares adjusting entries and journal vouchers. • Prepares trial balances, monthly statements of income and expenditure and other financial statements
Account Tracking	<ul style="list-style-type: none"> • Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of account or progress reports.



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 SCHOOLS DIVISION OF SOUTH COTABATO

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	<ul style="list-style-type: none"> 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. Provides inputs for improvement of accounting section. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

Administrative Officer II

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;



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • 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.
Other HR – related functions	<ul style="list-style-type: none"> • Update school personnel of the latest HR-related policies; • Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school; • Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school; • Prepare and submit HR-related reports to school head/HRMO; • Coordinate regularly with the HRMO in the implementation of HR policies and guidelines; and • Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	<ul style="list-style-type: none"> • Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head; • Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility; • Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials; • Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school; and • Prepare and submit reports on all property accountability of



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	the school.
General Administrative Support	<ul style="list-style-type: none"> • Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers; • Assist the school planning team in the preparation of SIP/AIP; • Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.; and • Perform other functions as may be assigned by the School Head.
Financial Management	<ul style="list-style-type: none"> • Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> ✓ Cash disbursement register; ✓ Authority to debit/credit account; and ✓ Liquidation reports including supporting documents. <ul style="list-style-type: none"> ▪ For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies; ▪ 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 (Sub professional/Professional) First Level Eligibility/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;



Republic of the Philippines
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REGION XII
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- 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**. 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	20	20



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Sample Test)		
	TOTAL	100
		100

3. The deadline for submission of pertinent documents shall be on **October 16, 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/SDOSC_APPLICATION_REGISTRATION_FOR_NON_TEACHING 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, 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



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NHT/DM- notice of vacancy for administrative assistant ii administrative assistant iii, and administrative officer ii
0000/September 30, 2024



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