



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

Office of the Schools Division
Superintendent

02 Jan 2025

DIVISION MEMORANDUM
OSDS No. **002** s. 2025

NOTICE OF VACANCY ADMINISTRATIVE OFFICER IV

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

1. This is to announce the following vacant positions:

a. Position Title: Administrative Officer IV

b. Position Details:

Position Title	No.	Plantilla Item No.	Plantilla Assignment
Administrative Officer IV	1	OSEC-DECSB-ADOF4-840017-2004	Libertad NHS

c. CSC Qualification Standards

Position Title	S G	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Officer IV	15	Php 38,413.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of **Administrative Officer IV**

To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)



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



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Recruitment, Selection and Placement	<ol style="list-style-type: none"> 1. Monitor and maintain list of current and future vacancies in the Schools Division based on retirement dates and inputs from HRD career planning and succession data so as to periodically apprise management of upcoming vacancies 2. Announce vacancies to appropriate media pursuant to existing CSC rules and regulations and accept applications for vacant positions. 3. Conduct initial evaluation of qualification of applicants and candidate for HRMPSB deliberation. 4. Schedule of applicants for interview by HRMPSB and prepare supporting documents, data and materials needed in the selection process. 5. Supervise and participate in the preparation of short listed qualified applicants and the line-up of applicants in the HRMPSB deliberation. 6. Compute and analyze the results of the HRMPSB deliberation for them to be able to submit the shortlist of candidates for selection, including the one recommended for the position. 7. Post list of newly appointed/promoted employees pursuant to existing rules and regulations. 8. Process hiring requirements for newly appointed personnel. 9. Entertain queries and complaints on selection and appointments <p>Act as member of HRMSB to provide guidelines and opinions on recruitment, selection and hiring of personnel.</p>
Personnel Actions	<ol style="list-style-type: none"> 1. Process documents on personnel actions such as appointments, promotion, transfer, classification, separation, resignation and retirement and give copies to units and personnel concerned. 2. Recommend actions to the SDS through AOV to enforce personnel policies and regulations (e.g. reports of habitual absenteeism/tardiness) and prepares corresponding documents. 3. Recommend to the management actions to be taken regarding grievances in conformity with existing rules and regulations and prepared corresponding documents.
Salary Administration and Personnel Records	<ol style="list-style-type: none"> 1. Check the accuracy of salaries and benefits given to employees o a periodic basis and respond to queries pertaining to salary/benefit claims.



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	<ol style="list-style-type: none">2. Submit to RPSU pertinent documents for payment of salaries, allowances and benefits.3. Compute necessary deduction for inclusion in the monthly payroll.4. Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA)5. Process and release special order for leaves, travel, transfers, reinstatements and non compensatory time off of office personnel.6. Review claims of separated, retired, transferred and resigned personnel affected by movement in employment status and recommends appropriate action.7. Support the AOV in representing the SDO in personnel committees and provide the required assistance/ documents needed in the implementation of compensation programs and practices.
Benefits Administration	<ol style="list-style-type: none">1. Apply the latest issuances on personnel benefits and communicates them to employees.2. Compute vacation service credits of teachers for accrual of leaves.3. Compute Proportional Vacation Pay (PVP) and process payroll of teachers for payment.4. Process retirement/separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes.5. Processes application for monetization of leave credits.6. Acts on application on leaves (sick, vacation, study, scholarships and training) for approval of the SDS.

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.

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



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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 Eligibility from Civil Service Commission;
- 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 OO7, 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**.

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 Positions: SG 10-23 and SG 27 (as per DO 21, s. 2024:



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Criteria	Breakdown of Points SG 10-23 and SG 27
Education	5
Training	10
Experience	15
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

1. The deadline for submission of pertinent documents shall be on **January 9, 2025** at the Division Office. No pertinent papers shall be accepted thereafter.
2. 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.
3. 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/SDOSCOOnlineRegistrationofApplicants> for your online registration.
4. 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.
5. 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.
6. For any inquiries, please refer to Ma. Luz E. Estember, Administrative Officer IV or email through maluz.estember001@deped.gov.ph or at the Office of the Assistant Schools Division Superintendent.
7. Immediate dissemination of this memorandum is desired.



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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	SELECTION

MLE/DM- notice of vacancy for Administrative Officer IV
0000/January 2, 2025