



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

**Office of the Schools Division  
Superintendent**

**17 Jan 2025**

DIVISION MEMORANDUM  
OSDS No. **016**, s. 2025

NOTICE OF VACANCY FOR ADMINISTRATIVE AIDE III, ADMINISTRATIVE AIDE IV,  
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**

Position Title	No.	Plantilla Item No.	Place of Assignment
Administrative Aide III	6	OSEC-DECSB-ADA3-840090-2004	LAMIAN NHS
		OSEC-DECSB-ADA3-840091-2004	LIBERTAD NHS
		OSEC-DECSB-ADA3-840092-2004	MALTANA NHS
		OSEC-DECSB-ADA3-840093-2004	NORALA NHS
		OSEC-DECSB-ADA3-840095-2004	TAMPAKAN NHS
		OSEC-DECSB-ADA3-840094-2004	STO. NINO NSAT
Administrative Aide IV	1	OSEC-DECSB-ADA4-840106-2004	LIBERTAD NHS
Administrative Aide VI	2	OSEC-DECSB-ADA6-840175-2014	CID
		OSEC-DECSB-ADA6-840172-2014	OSDS

**b. CSC Qualification Standards**

<b>Position Title</b>	Administrative Aide III
<b>Salary Grade</b>	3
<b>Basic Monthly Salary</b>	Php 15,265.00
<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>	<b>None Required</b>
<b>Training</b>	None Required



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<b>Eligibility</b>	Career Service Sub-Professional (First Level Eligibility)
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<b>Position Title</b>	Administrative Aide IV
<b>Salary Grade</b>	4
<b>Basic Monthly Salary</b>	Php 16,209.00
<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>	<b>None Required</b>
<b>Training</b>	None Required
<b>Eligibility</b>	Career Service Sub-Professional (First Level Eligibility)

<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)

**c. Duties and Responsibilities**

**Administrative Aide III**

Provide assistance to ADAS II, ADAS III, AO and Immediate Supervisor

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Messengerial and Photocopying	<ul style="list-style-type: none"> <li>Bring memos, documents to offices as assigned by the office administrative assistant.</li> <li>Photocopy documents as needed.</li> </ul>





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Recording	<ul style="list-style-type: none"> <li>• Receive, record in logbook and address documents/communications</li> <li>• Record and release Documents for other offices as instructed by the Administrative Assistant.</li> </ul>
Frontline Services	<ul style="list-style-type: none"> <li>• Receive, route calls</li> <li>• Respond to customers and follow through on inquiries</li> </ul>

**Administrative Aide IV**

To provide clerical assistance to the administrative functions.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Record Management	<ul style="list-style-type: none"> <li>• Receive, record in logbook and address documents/communications</li> <li>• Create and maintain filing system</li> <li>• Documents filed, retrieved, archived to Records Office or disposed as needed</li> <li>• Record and release documents to other offices</li> </ul>
Administrative Support	<ul style="list-style-type: none"> <li>• Encode reports and prepare forms/documents</li> <li>• Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li> </ul>
Frontline Services	<ul style="list-style-type: none"> <li>• Receive, route calls</li> <li>• Respond to customers and follow through on inquiries</li> </ul>

**Administrative Aide VI**

To provide clerical and secretariat support.

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



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	<ol style="list-style-type: none"><li>4. Comprehensive and complete minutes of meetings / agenda attended</li><li>5. Daily attendance of Administrative Service Staff (to establish staff location)</li></ol>
<b>ADMINISTRATIVE SUPPORT</b>	<ol style="list-style-type: none"><li>1. Encoded documents</li><li>2. Support / logistics to training and conferences (registration / attendance, tokens, certificate of appearance)</li><li>3. Supporting documents, petty cash, documents / forms</li></ol>
<b>SECRETARIAT AND FRONTLINE</b>	<ol style="list-style-type: none"><li>1. Travel bookings made</li><li>2. Appointment, venue meals arranged</li><li>3. Received / routed calls</li><li>4. Visitors responded to</li><li>5. Follow through on inquiries</li></ol>

**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;
- 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



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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 **January 28, 2025**.

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

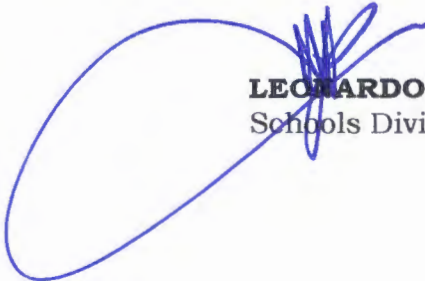
6. This division practices Equal Employment Opportunity Principle; thus, accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

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.



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8. For any inquiries, please contact Ma. Luz E. Estember, AO IV – OIC Personnel Section 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.: N o n e

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 iii, administrative aide iv,  
administrative aide vi  
0000/January 17, 2025