



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

Office of the Schools Division
 Superintendent

14 Feb 2025

DIVISION MEMORANDUM
 OSDS No. **032**, s. 2025

NOTICE OF VACANCY FOR ADMINISTRATIVE ASSISTANT I

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 I	1	OSEC-DECSB-ADAS1-840136-2014	BUDGET UNIT

b. CSC Qualification Standards:

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant I	7	20,110.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub-professional) First Level

c. Duties and Responsibilities

Administrative Assistant I

To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance with other attached agencies.



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



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

- Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports.
- Reviews supporting documents of claims as to compliance with budgeting, accounting, and auditing rules and regulations.
- Provides clerical support in the preparation of budget proposals.
- Prepares obligation request for claims.
- Prepares reports on the budget matters.

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;
- 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;



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

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 Sample Test)	20	20
TOTAL	100	100

3. The deadline for submission of pertinent documents shall be on **February 27, 2025**, 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.
6. This Division practices Equal Employment Opportunity Principle, thus accepts application from all applicants irrespective of age, sex, sexual orientation,



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



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

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 Ma. Luz E. Estember, 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

MLE/DM- notice of vacancy for administrative assistant i
0000/February 14, 2025