



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

Office of the Schools Division
Superintendent

14 Mar 2025

DIVISION MEMORANDUM
OSDS No. **042**, s. 2025

NOTICE OF VACANCY FOR ADMINISTRATIVE ASSISTANT III

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 III	1	OSEC-DECSB-ADAS3-840082-2018	BUDGET

b. CSC Qualification Standards:

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Assistant III	9	23,226.00	Completion of 2 years studies in college	1 year of Relevant Experience	4 hours of Relevant Training	Career Service Sub-professional) First Level

c. Duties and Responsibilities

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 decision.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Budgeting Services	Budgeting System <ul style="list-style-type: none">• Assist in the conduct of orientation and workshops on the budgeting system• Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement
	Budget Preparation <ul style="list-style-type: none">• Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets• Provide clerical support in the preparation of budget proposals• Act as Liaison Officer to DBM, NEDA, and other oversight bodies• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)• Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations
	Budget Execution <ul style="list-style-type: none">• Assist in gathering of data needed in the preparation of cost efficiency computations• Prepare data needed to approve obligation requests• Gather data needed to evaluate and prepare status report on budget utilization• Prepares documents to approve fund transfer to other operating units.
	Budget Accountability and Reports <ul style="list-style-type: none">• Gather data needed in the preparation of budget accountability reports

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



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



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- 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;
 - 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)	Breakdown of Points SG 10-22 and
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	Services)	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 **March 21, 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, 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.: N o n e



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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 iii
0000/March 14, 2025