



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

Office of the Schools Division  
Superintendent

28 May 2025

DIVISION MEMORANDUM  
OSDS No. **068** s. 2025

NOTICE OF VACANCY FOR ADMINISTRATIVE OFFICER II

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 II

**b. Position Details:**

Position Title	No.	Plantilla Item No.	Plantilla Assignment
Administrative Officer II	26	OSEC-DECSB-ADOF2-840195-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840196-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840197-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840198-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840199-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840200-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840201-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840202-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840203-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840204-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840205-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840206-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840207-2025	SDO South Cotabato
		OSEC-DECSB-ADOF2-840217-2025	GUINSANG-AN NHS
		OSEC-DECSB-ADOF2-840220-2025	POLONULING NHS- SIMBO (TEODORO PRUDENTE NHS)
		OSEC-DECSB-ADOF2-840219-2025	UPPER KLINAN NHS- LANDAN CAMPUS
		OSEC-DECSB-ADOF2-840214-2025	LAMBONTONG NHS
		OSEC-DECSB-ADOF2-840209-2025	LUBOL IS
		OSEC-DECSB-ADOF2-840213-2025	TALUFO IS



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		OSEC-DECSB-ADOF2-840208-2025	TAPOK IS
		OSEC-DECSB-ADOF2-840218-2025	BENIGNO AQUINO IS
		OSEC-DECSB-ADOF2-840215-2025	DEMAMIS IS
		OSEC-DECSB-ADOF2-840211-2025	BENGUE IS
		OSEC-DECSB-ADOF2-840216-2025	DATAL BILA IS
		OSEC-DECSB-ADOF2-840212-2025	ELLAW IS
		OSEC-DECSB-ADOF2-840210-2025	BIANAN IS
Administrative Officer II	3	OSEC-DECSB-ADOF2-840076-2024	SDO South Cotabato
		OSEC-DECSB-ADOF2-840195-2022	OSDS
		OSEC-DECSB-ADOF2-840043-2016	SHS

**c. CSC Qualification Standards**

Position Title	S G	Basic Monthly Salary	Education	Experience	Training	Eligibility
Administrative Officer II	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service Eligibility (Professional)

Duties and Responsibilities of **Administrative Officer II**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Recruitment and Selection</b>	<ul style="list-style-type: none"> <li>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"> <li>Recruitment and selection of applicants in the schools under his/her assigned district;</li> <li>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</li> <li>Preparation of Equivalent Record Forms (ERF) of qualified teachers under his/her jurisdiction and</li> </ul> </li> </ul>





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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	submission of these documents to SDO for processing.
<b>Personnel Records</b>	<ul style="list-style-type: none"><li>• Update regularly 201 files and maintain a reliable database of personal information of all personnel under his/her jurisdiction;</li><li>• 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;</li><li>• Consolidate daily time record (DTR) and other necessary attachments of school personnel and prepare monthly report of service (Form 7);</li><li>• Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto;</li><li>• Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS;</li><li>• Update vacation service/leave credits of school personnel and regularly communicate to all concerned;</li><li>• Maintain the confidentiality of personal information of school personnel to which he/she has legal access; and</li><li>• 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.</li></ul>
<b>Compensation and Benefits</b>	<ul style="list-style-type: none"><li>• 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.);</li><li>• Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification; and</li><li>• Process retirement/separation benefits of school personnel for endorsement by the school head to the SDO.</li></ul>
<b>Other HR – related functions</b>	<ul style="list-style-type: none"><li>• Update school personnel of the latest HR-related policies;</li><li>• Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school;</li><li>• Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school;</li><li>• Prepare and submit HR-related reports to school head/HRMO;</li><li>• Coordinate regularly with the HRMO in the implementation of HR policies and guidelines; and</li></ul>



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"><li>Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.</li></ul>
<b>Property Custodianship</b>	<ul style="list-style-type: none"><li>Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head;</li><li>Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility;</li><li>Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials;</li><li>Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school; and</li><li>Prepare and submit reports on all property accountability of the school.</li></ul>
<b>General Administrative Support</b>	<ul style="list-style-type: none"><li>Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers;</li><li>Assist the school planning team in the preparation of SIP/AIP;</li><li>Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.; and</li><li>Perform other functions as may be assigned by the School Head.</li></ul>
<b>Financial Management</b>	<ul style="list-style-type: none"><li>Assist the School Head on the preparation of the following documents such as but not limited to:<ul style="list-style-type: none"><li>✓ Cash disbursement register;</li><li>✓ Authority to debit/credit account; and</li><li>✓ Liquidation reports including supporting documents.<ul style="list-style-type: none"><li>For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies;</li><li>Facilitate submission of all financial documents to the SDO and/or bank, if necessary;</li><li>Provide assistance to other financial-related task of the School Head;</li><li>Perform other functions as may be assigned by the School Head.</li></ul></li></ul></li></ul>





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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 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**. Applicants should be specific about the position and place of assignment they are applying for.



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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 10-22 and SG 27:

Criteria	Breakdown of Points SG 10-22 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)	<b>20</b>
<b>TOTAL</b>	<b>100</b>

1. The deadline for submission of pertinent documents shall be on June 11, 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/SDOSOnlineRegistrationofApplicants> 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](mailto:maluz.estember001@deped.gov.ph) or at the Office of the Assistant Schools Division Superintendent.



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7. Immediate dissemination of this memorandum is desired.

05-29-25

**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 II  
0000/May 28, 2025



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