



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

June 16, 2025

DIVISION MEMORANDUM
NO. 323 s. 2025

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR SCHOOL FEEDING ASSISTANT/TECHNICAL ASSISTANT I AND SCHOOL-BASED FEEDING PROGRAM – ADMINISTRATIVE SUPPORT STAFF II UNDER CONTRACT OF SERVICE (COS)

To: Asst. Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
All Others Concerned
This Division

1. Please be informed that the positions below is now open to all interested applicants **regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation** provided that they meet the minimum **Requirements:**

Vacant Position : **TECHNICAL ASSISTANT I**
Item Number : N/A
Salary : P25, 000.00 plus P2,500.00 premium

QUALIFICATIONS:

- Bachelor's degree relevant to the job;
- Physically fit
- Graduate of Nutrition and Dietetics is an advantage

JOB DESCRIPTION:

- Assists in the food preparation and distribution of meals and/or food commodities in the school and/or Central Kitchen together with the school SBFP core group;
- Maintains the cleanliness and functionality of all facilities used for the feeding activity and program, e.g., feeding area, storage area, and food preparation area together with the school SBFP core group;
- Assists in the conduct of baseline and endline nutritional assessment in schools;
- Assists in the collection and consolidation of SBFP forms and records accomplished at the school level;
- Assists in maintaining the school garden and checking of WASH facilities; and
- Perform other functions as may be deemed necessary.





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Vacant Position	: ADMINISTRATIVE SUPPORT STAFF II
Item Number	: N/A
Salary	: P20, 000.00 plus P2, 000.00 premium
Education Requirements	: Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job
Eligibility	: None Required
Experience	: None Required
Training Requirements	: None Required

JOB DESCRIPTION:

- a. Provides administrative support to ensure efficient operation of SBFP and related activities in the SDO;
- b. Carries out administrative duties such as filing, recording, receiving/releasing documents, typing, copying, binding, scanning etc.;
- c. Assists in the maintenance of database for SBFP and related programs and activities in the SDO;
- d. Assists in the conduct of meetings, seminars, workshops, and trainings of SBFP and related programs and activities;
- e. Assists in the monitoring and evaluation as well as preparation of reports on the implementation of SBFP and related programs and activities;
- f. Contributes to team effort by accomplishing related results as needed; and
- g. Performs other functions as may be deemed necessary.

1. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent, DepEd, Dapitan City, received at the Division Records unit, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a *plain white folder* arranged as listed on or before **JUNE 27, 2025, 5:00 PM.**

- a. Letter of intent (addressed to the Schools Division Superintendent)
- b. Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) with General Weighted Average (GWA) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- f. Photocopy of Certificate/s of Training, if applicable
- g. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form. (You may download the Checklist Requirements in this link <http://tinyurl.com/checklistrequirements>)
- k. Other documents as may be required for comparative assessment Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Learning and Development reckoned from the date of last issuance of appointment.





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Photocopy of Performance Rating obtained from the relevant work experience if performance rating in item (i) is not relevant to the position to be filled.

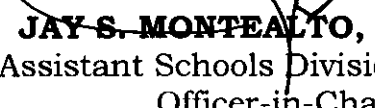
2. Applicants are expected to :

- Bring all original documents for verification purposes.
- Submit one set of documents for every position he/she is applying for.

3. For applicants who opt to send their application through email, you may send your application to depeddapitan365@gmail.com, in a PDF file using this sample format: **DELACRUZ, JUAN_AOII**.

4. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.

For information and dissemination.


JAY S. MONTEALTO, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

