



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

Office of the Schools Division Superintendent

November 11, 2025

DIVISION MEMORANDUM
 NO. 750 s. 2025

**ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR
 ADMINISTRATIVE AIDE VI**

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

- 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: **ADMINISTRATIVE AIDE VI**
 Item Number: OSEC-DECSB-ADA6-570069-2014
 Salary Grade: 6

A. CSC Prescribed Qualifications	
Education	Completion of 2 years studies in college
Training	None Required
Experience	None Required
Eligibility	Career Service (Sub-Prof.); First Level Eligibility
Competency/Area of Specialization/Residency Requirement	Knowledge on Computer (MS Word, MS Excel, Google Sheet, etc)

JOB DESCRIPTION:

- This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.

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



Sunset Boulevard, Dawo, 7101 Dapitan City
 0912-617-7243
www.depeddapitancity.net
dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





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each to be fastened at the top of a *plain white folder* arranged as listed on or before **NOVEMBER 24, 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.
- g. Photocopy of Certificate/s of Training, if applicable
- h. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- i. Photocopy of latest appointment, if applicable
- j. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- k. 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.
- l. 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.

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.

3. Applicants are expected to:

- Bring all original documents for verification purposes.
- Submit **ONE** comprehensive set of application documents, even if applying for multiple positions. However, a **separate Registration Confirmation and Checklist of Requirements** must be included for each position applied for.

4. For applicants who opt to send their application through email, you may send your application to depeddapitan365@gmail.com into a single PDF file to ensure efficiency and ease of processing.

Key Requirements:

- **One PDF File:** All necessary documents (e.g., cover letter, PDS, TOR, certificates, etc.) must be consolidated into one comprehensive PDF document.
- **Clear Naming Convention:** Please name your PDF file using a clear and identifiable format, such as: [fullname_position] (e.g.,: **DELACRUZ, JUAN_AOII**)
- **Email Subject Line:** Ensure your email subject line clearly indicates the purpose of your email, for example: Application – [Full Name] – [Position Applied For].

5. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007 s, 2023 for non-teaching** positions.

6. Please be informed that all applicants are **required** to register thru this link <https://tinyurl.com/dapnonteaching-reg> print out the registration form and checklist



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and attach one copy of each to your application folder submitted to this office. **Failure to register and submit mandatory requirements on the set deadline shall not be entertained and not included in the pool of official applicants.**

For information and dissemination.

JAY S. MONTEALTO, EdD, CESO VI
Schools Division Superintendent

Department of Education Division of Dapitan City			
RELEASED			
NO	750	DATE	11/11/25
TIME	741	BY	ej



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