



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

Office of the Schools Division Superintendent

June 29, 2026

DIVISION MEMORANDUM

NO. 341 s. 2026

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR SCHOOL
PRINCIPAL IV, ADMINISTRATIVE OFFICER II & 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

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: **School Principal IV**
Salary Grade: 22
Item Numbers: SP4-570006-2024

A. Qualifications	
Education	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area w/ at least 18 units in Management
Training	40 hours of training in any of or cumulative of the ff: Curriculum, Pedagogy, School Mgt & Operations, Instructional Leadership acquired w/in the last 5 years
Experience	5 years teaching experience & 4 years relevant experience in any of the following: learning area coordination, subject area supervision, school management & operations, instructional supervision
Eligibility	PBET/LET/RA 1080 (Teacher)
Additional Requirement	NQESH/NASH Passer/ NQESH FY 2021 Category B Qualifiers



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JOB DESCRIPTION:

- The role of the Principal is to provide leadership, direction and coordination within the school. The Principal's main focus should be to develop and maintain effective educational programs within his/her school and to promote the improvement of teaching and learning with his/her school.

Vacant Position: **ADMINISTRATIVE OFFICER II**

Salary Grade: 11

Item Numbers: ADOF2-570459-2022

B. Qualifications	
Education	Bachelor's degree relevant to the job
Training	None Required
Experience	None Required
Eligibility	Career Service Professional (Second Level Eligibility)

JOB DESCRIPTION:

- This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.

Vacant Position: **ADMINISTRATIVE AIDE VI**

Salary Grade: 6

Item Numbers: ADA6-570068-2014

C. Qualifications	
Education	Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
Training	None Required
Experience	None Required
Eligibility	Career Service Professional (First Level Eligibility)

JOB DESCRIPTION:

- To assist the management and staff and provide administrative support in the effective and efficient operation of the Assistant Schools Division Superintendent (ASDS).
2. 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 **JULY 10, 2026, 5:00 PM**.
- a. Letter of intent (addressed to the Schools Division Superintendent)



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- b. Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2025) 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.
- 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.

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_SPIV**)
- **Email Subject Line:** Ensure your email subject line clearly indicates the purpose of your email, for example: Application – [Full Name] – [Position Applied For].



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5. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007 s, 2023 for non-teaching & teaching-related** positions.
6. Please be informed that all applicants are **required** to register thru this link <https://tinyurl.com/dapteachingrelatedreg> for School Principal IV and <https://tinyurl.com/dapnonteaching-reg> for Administrative Officer & Administrative Aide VI, print out the registration form and checklist 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, CESO V
Schols Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No. 391 Date: 4/30/24
Time: 10:20 By: CS