Office of the Schools Division Superintendent

October 28, 2026

DIVISION MEMORANDUM
NO. 525 s. 2026

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR ADMINISTRATIVE ASSISTANT II POSITION

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: **ADMINISTRATIVE ASSISTANT II**
   Salary Grade: 8
   Item Numbers: ADAS2-570007-2016

A. Qualifications	
Education	Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/ Senior High School (starting 2016)
Training	4 hours relevant training
Experience	1 year relevant experience
Eligibility	Career Service (Sub-Professional); First Level Eligibility

JOB DESCRIPTION:

- To provide administrative and clerical support, often under the supervision of the Assistant Principal for Operations and Learner Support or the Principal, focusing on tasks like personnel administration, property custodianship, and general office operations.

- This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the

necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

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 **November 6, 2026, 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 2026) 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 guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007 s, 2023 for non-teaching** positions.

5. Please be informed that all applicants are **required** to register thru this link https://tinyurl.com/dapnonteaching-reg and 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. 525 Date: 10/29/26
Time: 8:37 By: