



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

Division Memorandum
No. 372 s. 2021

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

From :  OLIVER B. TALAO, Ed. D.
OIC-Assistant Schools Division Superintendent

SUBJECT : ANNOUNCEMENT FOR THE OPENING OF
SENIOR BOOKKEEPER

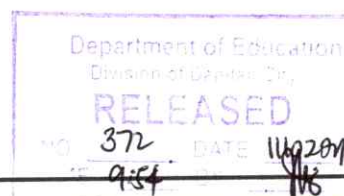
DATE : NOVEMBER 8, 2021

1. Please be informed that the positions below is now open to all interested and qualified applicants with the following CSC qualifications:

Vacant Position	: SENIOR BOOKKEEPER
Item Numbers	: SRBK-570012-2011
Salary Grade	: 9
Education Requirements	: Completion of 2 years studies in college
Experience	: 1 year relevant experience
Training Requirements	: 4 hours relevant training
Eligibility	: Career Service (Sub-Professional); First Level Eligibility

Job Description:

To maintain and safeguard the books, records and supporting schedules of the school by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.



Address: Sunset Boulevard, Dawo, Dapitan City
Telephone No.: (65) 908-8242 **Fax No.:** (65) 908-8361
Website: www.depeddapitan.net **Email Address:** dapitancity@deped.gov.ph



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

2. All interested qualified applicants and previous applicants may file their application through the Schools Division Superintendent received at the Division Records, attached therewith the following documents, one (1) photocopy each to be fastened at the top of a plain white folder arranged as listed. Applicants must submit one (1) folder for every position he/she is applying for.
 - A. Application Letter stating the specific position applied for
 - B. Omnibus Certification under Oath (pls. see attached format)
 - C. CSC Form 212
 - D. Photocopy of PRC License, if applicable
 - E. Eligibility of Rating
 - F. Performance Rating for the Last three (3) rating periods with numerical and descriptive
 - G. Updated Service Records/Certification of Employment (with inclusive dates)
 - H. Transcript of Records
 - I. Certificates of Outstanding Accomplishments, if any
 - J. Certificates of Trainings/Seminars/Scholarships attended, if any
 - K. Voter's Certificate/ Voter's ID
 - L. Other documents relevant to the position applied to.
3. Deadline of submission of documents is on **November 19, 2021**.
4. DepEd Order No. 66, s. 2007 is the tool used in evaluating documents of teaching, non-teaching and related-teaching positions while DepEd No. 42, s. 2007 is used for School Heads.
5. Applicants are advised to bring the original documents on the day of evaluation/ranking for verification purposes.



Address: Sunset Boulevard, Dawo, Dapitan City
Telephone No.: (65) 908-8242 **Fax No.:** (65) 908-8361
Website: www.depeddapitan.net **Email Address:** dapitancity@deped.gov.ph

Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
 Division of City Schools
 Dapitan City

RECEIVED

Date: 10/24/21 Time: 2:42

By: Atty. JERRY N. MAYORMITA
 Director II

Request for Publication of Vacant Positions
 at the DepEd, Dapitan City in the CSC website:
 Doc. No.: 21-05942 CYNTHIA O. DALMAN
 Administrative Officer IV
 HRMO

Date: October 8, 2021

IL SERVICE COMMISSION (CSC)

we hereby request the publication of the following vacant positions, which are authorized to be filled,

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards			Competency (if applicable)
				Education	Training	Experience	
Teacher II	TCH2-573006-1998	12	26,052.00	BEED/BSED	None Required	1 year relevant experience	PBET/LET/RA 1080 Teacher
Teacher I	TCH1-571213-2017	11	23,877.00	BEED/BSED	None Required	None Required	PBET/LET/RA 1080 Teacher
Teacher II	TCH2-573009-1998	12	26,052.00	BEED/BSED	None Required	1 year relevant experience	PBET/LET/RA 1080 Teacher
Teacher I	TCH1-586297-1998	11	23,877.00	BEED/BSED	None Required	None Required	PBET/LET/RA 1080 Teacher
Senior Bookkeeper	SRBK-570012-2011	9	19,593.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional); First Level Eligibility

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____ which can be downloaded at www.csc.gov.ph;

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017)
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:
GEORDITO T. OLARIO
 Administrative Officer V

DepEd, Dapitan City Division Sunset Blvd., Dawo, Dapitan City
depeddapitan365@gmail.com
ORIGINAL DOCUMENTS SHALL NOT BE ENTERTAINED.

FORWARDED BY

Atty. JERRY N. MAYOR
 DIRECTOR II