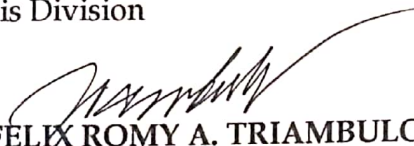




Republic of the Philippines
Department of Education
 REGION IX
 SCHOOLS DIVISION OF DAPITAN CITY

Division Memorandum
 No 411 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 : 
FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent

SUBJECT : ANNOUNCEMENT FOR THE OPENING OF THE
 POSITIONS ADMINISTRATIVE AIDE VI,
 ADMINISTRATIVE ASSISTANT III AND
 ADMINISTRATIVE OFFICER II

DATE : DECEMBER 6, 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	: ADMINISTRATIVE AIDE VI
Item Numbers	: ADA6-570067-2014
Salary Grade	: 6
Education Requirements	: Completion of 2 years studies in college
Experience	: None Required
Training Requirements	: None Required
Eligibility	: Career Service (Sub-Professional); First Level Eligibility

Job Description:

To provide assistance to AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division.

Department of Education
 Division of Dapitan City

RELEASED

NO 411 DATE 12/06/2021
 TIME 10:01 BY [Signature]





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

Vacant Position : ADMINISTRATIVE ASSISTANT III
Item Numbers : ADAS3-570006-2018
ADAS3-570042-2014
ADAS3-570002-2018
ADAS3-570148-2014
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

Note: For the position Administrative Assistant III:
Please identify the *ITEM NUMBER* you wish to apply.

Job Description:

To maintain and safeguard the books, records and supporting schedules of the division office 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.

Vacant Position : ADMINISTRATIVE ASSISTANT III
Item Numbers : ADAS3-570034-2004 (Ilaya NHS)
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



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Vacant Position	: ADMINISTRATIVE OFFICER II
Item Numbers	: ADOF2-570006-2019
Salary Grade	: 11
Education Requirements	: Bachelor's degree relevant to the job
Experience	: None Required
Training Requirements	: None Required
Eligibility	: Career Service Professional Second Level Eligibility

Job Description:

Handle special payroll services;
In collaboration with the Administrative Officer IV (Human Resource Management Officer II) monitor and prepare report on filled and unfilled teaching items within the SDO.

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 **December 21, 2021**.



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