



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

**Office of the Schools Division Superintendent**

Division Memorandum

No 147 s. 2022

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. TALAOC** Ed. D.  
OIC- Assistant Schools Division Superintendent

SUBJECT : **ANNOUNCEMENT FOR THE OPENING OF THE  
POSITIONS ADMINISTRATIVE ASSISTANT II AND  
ADMINISTRATIVE AIDE VI**

DATE : **MARCH 31, 2022**

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

<b>Vacant Position</b>	: <b>ADMINISTRATIVE ASSISTANT II</b>
<b>Item Number</b>	: <b>OSEC-DECSB-ADAS2-570003-2016</b>
<b>Salary Grade</b>	: <b>08</b>
<b>Education Requirements</b>	: <b>Completion of 2 years studies in college</b>
<b>Experience</b>	: <b>1 year relevant experience</b>
<b>Eligibility</b>	: <b>Career Service (Sub-Professional); First Level Eligibility</b>
<b>Training Requirements</b>	: <b>4 hours relevant training</b>

**JOB DESCRIPTION:**

1. Provides Administrative and clerical support to his/her supervisor
2. Maybe designated to assist either the Principal/School Head or any of the Asst. Principals
3. May also be designated as property custodian or to the canteen services of the school as deemed necessary; and
4. Reports to the Assistant Principal for the operations and learner support and/or Principal/School Head.

Department of Education  
Division of Dapitan City

**RELEASED**

NO 147 DATE 03/31/22  
TIME 2:31 BY [Signature]



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<b>Vacant Position</b>	: ADMINISTRATIVE AIDE VI
<b>Item Number</b>	: OSEC-DECSB-ADA6-570069-2014
<b>Salary Grade</b>	: 06
<b>Education Requirements</b>	: Completion of 2 years studies in college
<b>Experience</b>	: None Required
<b>Eligibility</b>	: Career Service (Sub-Professional); First Level Eligibility
<b>Training Requirements</b>	: None Required

**JOB DESCRIPTION:**

1. Schedules/calendars ASDS activities such as trainings & workshops, meetings/appointments of the ASDS with other offices and with staff, by calendaring the following, following up and confirming attendance to meetings for efficient coordination and utilization of personal time;
  2. "Receives records and routes documents addressed to the ASDS by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents;
  3. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files;
  4. Documents proceedings and agreements of meetings as assigned by the ASDS, distributes copies of the minutes to concerned parties as well as files a copy for future reference;
  5. Prepares or encodes into electronic format word documents and other presentation materials.
  6. Provides assistance and administrative support to training and conferences as assigned;
  7. Ensure security of office equipment and availability of office supplies;
  8. Receives and routes incoming calls to or logs information and notifies the concerned party;
  9. Greets and entertains office visitors and responds to their needs;
  10. Logs concerns brought to the office and follow through or inquires;
  11. Coordinates travel bookings of ASDS staff based on instructions and gives feedback on status of bookings;
  12. Coordinates meetings and appointments with external parties (dates and venue, meals arranged as needed) and confirms such as all concerned.
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, 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 **April 18, 2022**.

