




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

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Division Memorandum

No. 23 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. TALAO, CESO V  
OIC- Assistant Schools Division Superintendent

SUBJECT : ANNOUNCEMENT FOR THE OPENING OF THE  
POSITION ADMINISTRATIVE ASSISTANT III

DATE : JANUARY 11, 2022

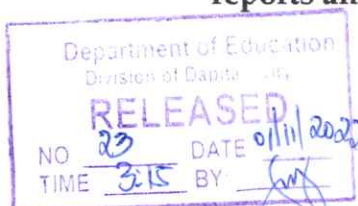
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1. Please be informed that the positions below is now open to all interested and qualified applicants with the following CSC qualifications:

<b>Vacant Position</b>	: ADMINISTRATIVE ASSISTANT III
<b>Salary Grade</b>	: 9
<b>Education Requirements</b>	: Completion of 2 years studies in college
<b>Experience</b>	: 1 year relevant experience
<b>Training Requirements</b>	: 4 hours relevant training
<b>Eligibility</b>	: Career Service (Sub-Professional); First Level Eligibility

**Job Description:**

This position shall provide assistance on the finance-related functions in schools and to facilitate preparation of financial and accountability reports and to render payroll services actions.



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**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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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 **January 26, 2022**.
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.



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