




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. 301 s. 2022

To : Assistant 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

From :  **ROSALIO B. CONTURNO, JR. Ph.D.**  
OIC-Asst. Schools Division Superintendent  
Chair, PSB

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

DATE : AUGUST 2, 2022

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 **CSC Requirements**:

**Vacant Position** : ADMINISTRATIVE ASSISTANT II  
**Item Number** : OSEC-DECSB-ADAS2-570001-2016  
**Salary Grade** : 08  
**Education Requirements** : Completion of 2 years studies in college  
**Experience** : 1 year relevant experience  
**Eligibility** : Career Service (Sub-Professional); First Level Eligibility)  
**Training Requirements** : 4 hours relevant training

**JOB DESCRIPTION:**

1. Provides administrative and clerical support to his/her supervisor;
2. May be designated to assist either the Principal/School Head or any of the Assistant 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 Operations and Learner Support and /or Principal/School Head.

Department of Education  
Division of Dapitan City

RELEASED

NO 301 DATE 8/2/22  
TIME 9:24 BY 



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
www.depeddapitancity.net

dapitancity@deped.gov.ph  
fb.com/DepEdDapitanCity





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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 **AUGUST 16, 2022**.
  - a. Letter of intent (addressed to the Head of Office) kindly include the *position and its item number* with the corresponding division/office, you are applying for.
  - b. Fully accomplished *Personal Data Sheet* with recent passport sized picture (CS Form No. 212, Revised 2017) and work experience which can be downloaded at;
  - c. One (1) photocopy of eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s);
  - d. Curriculum Vitae
  - e. Photocopy of Transcript of Records
  - f. Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
  - g. Photocopy of Performance Ratings covering three (3) years performance in the last rating periods/s prior to assessment, if applicable
  - h. Certificates of recognition, seminars/trainings attended
  - i. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item letter "g" is not relevant to the position to be filled.
  - j. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of issuance of appointment,
3. Applicants are expected to :
  - **Bring all original documents for verification purposes.**
  - **Submit one set of documents for every position he/she is applying for.**
4. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this office.
5. DepEd Order No. 66, s. 2007 is the tool used in evaluating documents for teaching, non-teaching and related teaching positions while DepEd No. 42, s. 2007 is used for School Heads.
6. For information and dissemination.

