



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

Division Memorandum  
No. 38 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, CESO V  
OIC- Assistant Schools Division Superintendent

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

DATE : JANUARY 24, 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>	: ADMINISTRATIVE ASSISTANT II (ADAS2-570001-2016) ADMINISTRATIVE ASSISTANT II (ADAS2-570006-2016)
<b>Salary Grade</b>	: 8
<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:**

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. 38 DATE 01/24/2022  
TIME 11:21 BY 



**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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<b>Vacant Position</b>	: ADMINISTRATIVE ASSISTANT II (ADAS2-570078-2017) ADMINISTRATIVE ASSISTANT II (ADAS2-570010-2018)
<b>Salary Grade</b>	: 8
<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:**

1. Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference.
2. Maintains accounting databases by entering data into the computer and processing, backups.
3. Reconciles bank statements by comparing statements with general ledger.
4. Verifies financial reports by running performance analysis software program.
5. Determines value of depreciable assets by running depreciation software programs.

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 **February 8, 2022**.



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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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