

Republic of the Philippines

Department of Education

REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

Office of the OIC-Asst. Schools Division Superintendent

Division Memorandum

No. 444 s. 2022

To : Chief, CID

Chief, SGOD

Education Program Supervisors Public Schools District Supervisors

Elementary and Secondary School Heads/Principal/TIC

All Others Concerned

This Division

: ROSALIO B. CONTURNO, JR. Ph.D. From

OIC-Asst. Schools Division Superintendent

Chair, HRMPSB

: ANNOUNCEMENT FOR THE OPENING OF THE ADMINISTRATIVE

AIDE VI AND ADMINISTRATIVE OFFICER II POSITIONS

DATE : **NOVEMBER 9, 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 AIDE VI :OSEC-DECSB-ADA6-570066-2014 Item Number

Salary Grade

Education Requirements: Completion of 2 years studies in college

: None Required Experience

: Career Service (Sub-Professional); First Level Elgibility Eligibility

: None Required **Training Requirements**

JOB DESCRIPTION:

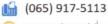
To provide clerical and secretariat support to AO V and administrative services function.























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REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

Vacant Position Item Number

: ADMINISTRATIVE OFFICER II

: OSEC-DECSB-ADOF2-570449-2022

: OSEC-DECSB-ADOF2-570450-2022 OSEC-DECSB-ADOF2-570451-2022 OSEC-DECSB-ADOF2-570452-2022 OSEC-DECSB-ADOF2-570453-2022 OSEC-DECSB-ADOF2-570454-2022 OSEC-DECSB-ADOF2-570455-2022 OSEC-DECSB-ADOF2-570456-2022 OSEC-DECSB-ADOF2-570457-2022

OSEC-DECSB-ADOF2-570458-2022 OSEC-DECSB-ADOF2-570459-2022 OSEC-DECSB-ADOF2-570460-2022 OSEC-DECSB-ADOF2-570461-2022 OSEC-DECSB-ADOF2-570462-2022 OSEC-DECSB-ADOF2-570463-2022 OSEC-DECSB-ADOF2-570464-2022

OSEC-DECSB-ADOF2-570465-2022 OSEC-DECSB-ADOF2-570466-2022 OSEC-DECSB-ADOF2-570467-2022

OSEC-DECSB-ADOF2-570468-2022

Salary Grade

Education Requirements: Bachelor's degree relevant to the job

Experience : None Required

: Career Service Professional (Second Level Eligibility) Eligibility

Training Requirements : None Required

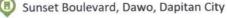
IOB DESCRIPTION:

This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.

- 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 **NOVEMBER 22, 2022**
 - a. Letter of intent (addressed to the Head of Office)
 - 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









(065) 917-5113









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- 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.









