



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. 464 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

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

SUBJECT : **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 |
| Item Number | : OSEC-DECSB-ADA6-570066-2014 |
| Salary Grade | : 06 |
| Education Requirements | : Completion of 2 years studies in college |
| Experience | : None Required |
| Eligibility | : Career Service (Sub-Professional); First Level Eligibility |
| Training Requirements | : None Required |

JOB DESCRIPTION:

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

Department of Education
Division of Dapitan City

RELEASED

NO 464 DATE 11/09/22
TIME 3:19 BY [Signature]



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Vacant Position : ADMINISTRATIVE OFFICER II
Item Number : OSEC-DECSB-ADOF2-570449-2022
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OSEC-DECSB-ADOF2-570460-2022
OSEC-DECSB-ADOF2-570461-2022
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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 : 11
Education Requirements : Bachelor's degree relevant to the job
Experience : None Required
Eligibility : Career Service Professional (Second Level Eligibility)
Training Requirements : None Required

JOB 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





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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.



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