



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

Division Memorandum  
No. 51 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, EdD**  
OIC- Assistant Schools Division Superintendent

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

DATE : FEBRUARY 7, 2022

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

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

**Job Description:**

**As Designated DepEd Verifier:**

1. Act on all e-mailed request for net take-home pay (NTHP) verification received.
2. Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both for loans and for Insurance Premia and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Order (DO) No. 18, s. 2018.
3. Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification, as contained in the emailed request.
4. Record information on applications for loans.



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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5. Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc).
  6. Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office and concerned.
  7. Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings.
  8. Maintain the confidentiality of personal information of DepEd personnel to which, he/she has access due to the nature of his/her duties and responsibilities as Verifier.
  9. Report directly to the DepEd official that designated him/her as Verifier and to the concerned APDS Task Force, in addition to his/her immediate supervisor prior to this designation.
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 22, 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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