



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

Division Memorandum
No. 67 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, Ed. D.
OIC Assistant Schools Division Superintendent

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

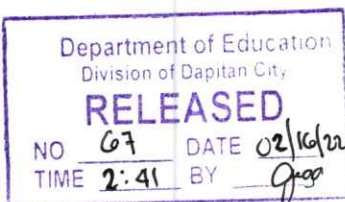
DATE : FEBRUARY 14, 2022

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 II
Item Number	: ADAS2-570035-2004
Salary Grade	: 8
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 DESCRIPTIONS:

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. Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc).
4. Reconciles bank statements by comparing statements with general ledger.
5. Verifies financial reports by running performance analysis software program.
6. Determines value of depreciable assets by running depreciation software program.



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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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, 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 **February 28, 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 www.csc.gov.ph;
 - c. One copy (1) Authenticated Copy of eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). **Photocopy of eligibility shall not be entertained.**
 - d. Curriculum vitae
 - e. Duly authenticated copy 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 period/s prior to assessment, if applicable
 - h. Duly authenticated 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 late issuance of appointment.
 - a. **Applicants are expected to:**
 - Bring all original documents for verification purposes.
 - Submit one set of documents for every position he/she is applying for: and
 - Pending requirements on or before the deadline of applications.
3. Please be informed that the late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this Office.



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