



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

Office of the Schools Division Superintendent

Division Memorandum

No. 122 s. 2023

To : OIC-Asst. Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
All Others Concerned
This Division

From : 
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

SUBJECT : ANNOUNCEMENT OF THE OPENING ADMINISTRATIVE
ASSISTANT III, TEACHER III, TEACHER II AND TEACHER I
POSITIONS

DATE : March 16, 2023

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 ASSISTANT III
Item Number	: OSEC-DECSB-ADAS3-570068-2017
Salary Grade	: 09
Education Requirements	: Completion of 2 years studies in college
Experience	: 1 year of relevant experience
Eligibility	: Career Service (Sub-Professional); First Level Eligibility
Training Requirements	: 4 hours of relevant training

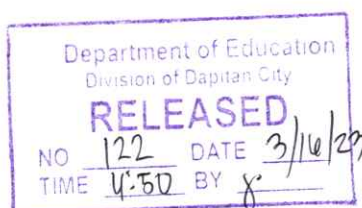
JOB DESCRIPTION:

To maintain and safeguard the books, records and supporting schedules of the Schools by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitancity.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





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

Vacant Position : TEACHER III
Item Number : OSEC-DECSB-TCH3-572996-1998
Salary Grade : 13
Education Requirements : BEED/BSED
Experience : 2 years of relevant experience
Eligibility : PBET/LET/RA 1080 Teacher
Training Requirements : None Required

Vacant Position : TEACHER II
Item Number : OSEC-DECSB-TCH2-573038-1998
Salary Grade : 12
Education Requirements : BEED/BSED
Experience : 1 year of relevant experience
Eligibility : PBET/LET/RA 1080 Teacher
Training Requirements : None Required

Vacant Position : TEACHER I
Item Number : OSEC-DECSB-TCH1-586184-1998
Salary Grade : 11
Education Requirements : BEED/BSED
Experience : None Required
Eligibility : PBET/LET/RA 1080 Teacher
Training Requirements : None Required

Vacant Position : TEACHER I
Item Number : OSEC-DECSB-TCH1-586392-1998
OSEC-DECSB-TCH1-570189-2011
Salary Grade : 11
Education Requirements : BSED
Experience : None Required
Eligibility : PBET/LET/RA 1080 Teacher
Training Requirements : None Required

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 **MARCH 28, 2023**
- 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.
 - Fully accomplished *Personal Data Sheet* with recent passport sized picture (CS Form No. 212, Revised 2017) and work experience which can be downloaded at;



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitan.net

dapitancity@deped.gov.ph
[fb.com/DepEdDapitanCity](https://www.facebook.com/DepEdDapitanCity)





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

-
- 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
 - 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.

For information and dissemination.



 Sunset Boulevard, Dawo, Dapitan City
 (065) 917-5113
 www.depeddapitancity.net

 dapitancity@deped.gov.ph
 [fb.com/DepEdDapitanCity](https://www.facebook.com/DepEdDapitanCity)

