



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. 138 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, ADMINISTRATIVE ASSISTANT II POSITIONS**

DATE : **March 23, 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-ADAS3-570070-2017
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.

Department of Education
Division of Dapitan City

RELEASED

NO. 138 DATE MAR 24 2023
TIME 2:38 BY J



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	: ADMINISTRATIVE ASSISTANT III
Item Number	: OSEC-DECSB-ADAS3-570003-2018
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 Division 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.

Vacant Position	: ADMINISTRATIVE ASSISTANT II
Item Number	: OSEC-DECSB-ADAS3-570079-2017
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.

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 **APRIL 5, 2023**
 - a. Letter of intent (addressed to the Schools Division Superintendent) kindly include the *position and its item number* with the corresponding division/office, you are applying for.
 - b. Duly accomplished *Personal Data Sheet* (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
 - c. Photocopy of valid and updated PRC License/ID, if applicable
 - d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
 - f. Photocopy of Certificate/s of Training, if applicable
 - g. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable





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

- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
- k. Other documents as may be required for comparative assessment

Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Learning and Development reckoned from the date of last issuance of appointment

Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled.

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.

