



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. 164 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 : **DANNY B. CORDOVA, EdD, CESO VI**
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : **ANNOUNCEMENT OF THE OPENING FOR ADMINISTRATIVE AIDE VI POSITIONS**

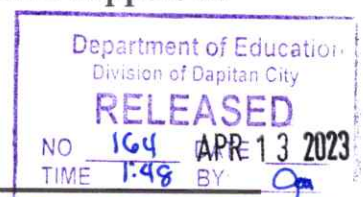
DATE : **April 13, 2023**

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 AIDE VI
Item Number	: OSEC-DECSB-ADA6-570070-2014
Salary Grade	: 06
Education Requirements	: Completion of 2 years studies in college
Eligibility	: Career Service (Sub-Professional); First Level Eligibility
Experience	: None Required
Training Requirements	: None Required

JOB DESCRIPTION:

To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.



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Vacant Position : ADMINISTRATIVE AIDE VI
Item Number : OSEC-DECSB-ADA6-570068-2014
Salary Grade : 06
Education Requirements : Completion of 2 years studies in college
Eligibility : Career Service (Sub-Professional); First Level Eligibility
Experience : None Required
Training Requirements : None Required

JOB DESCRIPTION:

To provide administrative support to the Supply Officer in the conduct of the inventory of physical properties, supplies, materials, and equipment and in maintaining proper storage, delivery, and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the SDO.

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 26, 2023, 5:00 PM.**
 - a. Letter of intent (addressed to the Schools Division Superintendent)
 - 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
 - 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





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- 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.

For information and dissemination.





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CHECKLIST OF REQUIREMENTS

Applicant Code: _____

Name of Applicant : _____
 Office : _____
 Religion : _____
 Person with Disability: Yes () No ()

Position Applied For : _____
 Contact Number : _____
 Ethnicity : _____
 Solo Parent: Yes () No ()

	Status of Submission <i>(To be filled-out by the Applicant check if submitted)</i>	Status of Submission <i>(To be filled-out by the Applicant check if submitted)</i>	Verification <i>(To be filled-out by the School Screening Committee/HRMO/HR Office/ Division sub-committee)</i>	
			Status of Submission <i>(check if completed)</i>	REMARKS
A.	Letter of intent addressed to the Schools Div. Superintendent			
B.	Duly accomplish 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			
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 (MOV's) 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			

Attested by:

CYNTHIA O. DALMAN
 Administrative Officer IV

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all the information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information and stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year 2023

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and a where the law requires a documents to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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