



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. 223 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 : **ROSALIO B. CONTURNO, JR., PhD**
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : ANNOUNCEMENT OF THE OPENING FOR MEDICAL OFFICER III, SCHOOL PRINCIPAL 1 (SECONDARY), SCHOOL PRINCIPAL 1 (ELEMENTARY), GUIDANCE COUNSELOR II, GUIDANCE COUNSELOR I, ADMINISTRATIVE AIDE IV AND ADMINISTRATIVE ASSISTANT II

DATE : **May 10, 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	: MEDICAL OFFICER III
Item Number	: OSEC-DECSB-MDOF3-570002-2017
Salary Grade	: 21
Education Requirements	: Doctor of Medicine
Eligibility	: RA 1080
Experience	: 1 year of relevant experience
Training Requirements	: 4 hours relevant training

JOB DESCRIPTION:

To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders



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Vacant Position : **SCHOOL PRINCIPAL 1**
Item Number : OSEC-DECSB-SP1-570967-2010
Salary Grade : 19
Education Requirements : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units
Eligibility : PBET/LET/RA 1080 Teacher
Experience : Head Teacher for 1 year, or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
Training Requirements : 40 hours of relevant training

Vacant Position : **SCHOOL PRINCIPAL 1**
Item Number : OSEC-DECSB-SP1-570321-2010
OSEC-DECSB-SP1-570322-2010
OSEC-DECSB-SP1-570405-2010
Salary Grade : 19
Education Requirements : Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units
Eligibility : PBET/LET/RA 1080 Teacher
Experience : Head Teacher for 1 year, or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
Training Requirements : 40 hours of relevant training

JOB DESCRIPTION:

The role of the Principal is to provide leadership, direction and co-ordination within the school. The Principal's main focus should be to develop and maintain effective educational programs within his/her school and to promote the improvement of teaching and learning with his/her school.

Vacant Position : **GUIDANCE COUNSELOR II**
Item Number : OSEC-DECSB-GUIDC2-570014-2016
OSEC-DECSB-GUIDC2-570015-2016
OSEC-DECSB-GUIDC2-570016-2016
OSEC-DECSB-GUIDC2-570017-2016
Salary Grade : 12
Education Requirements : Master's degree in Guidance and Counseling
Eligibility : RA 1080 (Guidance Counselor)
Experience : None Required
Training Requirements : None Required

Vacant Position : **GUIDANCE COUNSELOR I**
Item Number : OSEC-DECSB-GUIDC1-570007-2011
OSEC-DECSB-GUIDC1-570035-2008
Salary Grade : 11
Education Requirements : Master's degree in Guidance and Counseling
Eligibility : RA 1080 (Guidance Counselor)
Experience : None Required
Training Requirements : None Required





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JOB DESCRIPTION:

Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy and

Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.

Vacant Position	: ADMINISTRATIVE AIDE IV
Item Number	: OSEC-DECSB-ADA4-570065-2004
Salary Grade	: 04
Education Requirements	: Completion of 2 years studies in college
Experience	: No required
Eligibility	: Career Service (Sub-Professional); First Level Eligibility
Training Requirements	: No required
Preference	: Preferably with NC II in driving and driver's license

JOB DESCRIPTION:

To establish and maintain a records management system, including the operation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal and historical value and ensure the security, preservation and efficient access and retrieval of such records when needed by the Schools Division Management and Staff.

Vacant Position	: ADMINISTRATIVE ASSISTANT II
Item Number	: OSEC-DECSB-ADAS2-570081-2017
Salary Grade	: 08
Education Requirements	: Completion of 2 years studies in college
Experience	: 1 year relevant experience
Eligibility	: Career Service (Sub-Professional); First Level Eligibility
Training Requirements	: 4 hours relevant training

JOB DESCRIPTION:

To support accounting operations by filing documents, reconciling statements, running software programs.





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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 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 **MAY 24, 2023, 5:00 PM.**
- Letter of intent (addressed to the Schools Division Superintendent)
 - Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
 - Photocopy of valid and updated PRC License/ID, if applicable
 - Photocopy of Certificate of Eligibility/Report of Rating, if applicable
 - 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
 - Photocopy of Certificate/s of Training, if applicable
 - Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
 - Photocopy of latest appointment, if applicable
 - Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
 - 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
 - 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.

