

## 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

alary Grade

**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

**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

alary Grade

**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

: OSEC-DECSB-GUIDC1-570007-2011 Item Number OSEC-DECSB-GUIDC1-570035-2008

Salary Grade

: 11

Education Requirements

: Master's degree in Guidance and Counseling

Eligibility

: RA 1080 (Guidance Counselor)

Experience

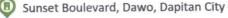
: None Required

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

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:

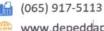
To support accounting operations by filing documents, reconciling statements, running software programs.



















# Department of Education

## REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

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.

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

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

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.

For information and dissemination.









(065) 917-5113







