



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. 310 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**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : ANNOUNCEMENT OF THE OPENING FOR INFORMATION
TECHNOLOGY OFFICER I AND ADMINISTRATIVE ASSISTANT II

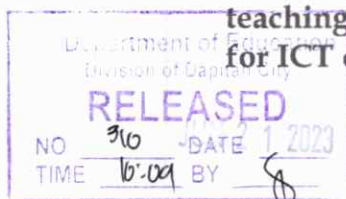
DATE : June 20, 2023

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 : INFORMATION TECHNOLOGY OFFICER I
Item Number : OSEC-DECSB-ITO1-570008-2014
Salary Grade : 19
Education Requirements : Bachelor's degree relevant to the job
Eligibility : Career Service (Professional); Second Level Eligibility
Experience : 2 years of relevant experience
Training Requirements : 8 hours of relevant training

JOB DESCRIPTION:

Provide technical support to the Division Management (SDS) in managing ICT solutions and services for governance and education, in the implementation of programs and projects that meets strategic goals and objectives, and provide technical assistance to schools and learning centers in the integration of ICT in teaching-learning in accordance with set policies, standards and methodologies for ICT development and use.



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitanity.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 II (Dapitan City NHS)
Item Number	: OSEC-DECSB-ADAS2-570004-2016
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:

1. Provides administrative and clerical support to his/her supervisor;
 2. May be designated to assist either the Principal/School Head or any of the Assistant Principals;
 3. May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
 4. Reports to the Assistant Principal for Operations and Learner Support and /or Principal/School Head.
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 **JULY 5, 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 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.



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

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

