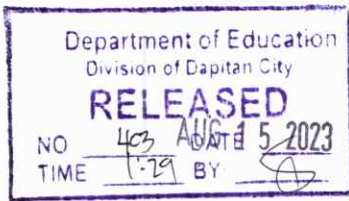




Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY



Office of the Schools Division Superintendent

Division Memorandum
 No. 403 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 FOR THE OPENING OF HEAD TEACHER III,
 ADMINISTRATIVE OFFICER IV (Records Officer II),
 ADMINISTRATIVE OFFICER IV (Supply Officer II), AND
 EDUCATION PROGRAM SUPERVISOR POSITIONS**

DATE : **AUGUST 14, 2023**

- 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	: HEAD TEACHER III
Item Number	: OSEC-DECSB-HTEACH3-570567-1998
Salary Grade	: 16
Education Requirements	: Bachelor's Degree in Elementary Education or Bachelor's degree with 18 units professional education units
Experience	: Head Teacher for 2 years or Teacher In-Charge for 2 years or Teacher for 5 years
Eligibility	: PBET/LET/RA 1080 Teacher
Training Requirements	: 24 hours relevant training

JOB DESCRIPTION:

Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.





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Vacant Position : ADMINISTRATIVE OFFICER IV (Records Officer II)
Item Number : OSEC-DECSB-ADOF4-570002-2023
Salary Grade : 15
Education Requirements : Bachelor degree relevant to the job
Experience : 1 year relevant experience
Eligibility : Career Service Professional (Second Level Eligibility)
Training Requirements : 4 hours relevant training

JOB DESCRIPTION:

To establish and maintain a records management system, including the creation, 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 office management and staff.

Vacant Position : ADMINISTRATIVE OFFICER IV (Supply Officer II)
Item Number : OSEC-DECSB-ADOF4-570003-2023
Salary Grade : 15
Education Requirements : Bachelor degree relevant to the job
Experience : 1 year relevant experience
Eligibility : Career Service Professional (Second Level Eligibility)
Training Requirements : 4 hours relevant training

JOB DESCRIPTION:

1. To provide technical services to the management and staff of the SDO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and,

2. Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.

Vacant Position : EDUCATION PROGRAM SUPERVISOR
Item Number : OSEC-DECSB-EPSVR-570001-2023
Salary Grade : 22
Education Requirements : Master's degree in education or other relevant degree;
Master's degree with specific area of specialization
Experience : At least two years experience as Principal or Head
Teacher or Master Teacher
Eligibility : PBET/LET/RA 1080 Teacher
Training Requirements : 8 hours relevant training





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JOB DESCRIPTION:

To develop and supervise implementation of special programs and programs of the school division office towards the holistic development of learners (non-curricular- programs related to learner development, ex. Leadership development, boy scouting, girl scouting, etc) and provide technical assistance to schools to help them implement sustainable programs and projects.

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 **AUGUST 29, 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.
5. **For applicants thru email**, kindly scan your documents before sending and put it in one (1) folder with a filename (ex: ADAS3 Juan de la cruz) and send it to depeddapitan365@gmail.com.

For information and dissemination.

