

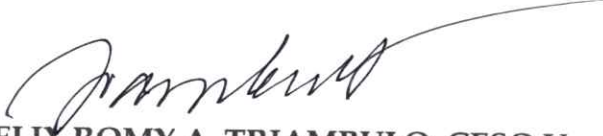


Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

Division Memorandum  
No. 43 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 :   
: **FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

SUBJECT : **ANNOUNCEMENT FOR THE OPENING OF SENIOR  
BOOKKEEPER, ADMINISTRATIVE ASSISTANT III, AND  
ADMINISTRATIVE ASSISTANT II POSITIONS**

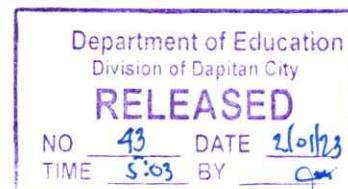
DATE : **JANUARY 30, 2023**

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** : SENIOR BOOKKEEPER  
**Item Number** : OSEC-DECSB-SRBK-570001-2009  
**Salary Grade** : 09  
**Education Requirements** : Completion of 2 years studies in college  
**Experience** : 1 year of relevant experience  
**Eligibility** : Career Service (Sub-Professional); First Level  
**Eligibility**  
**Training Requirements** : 4 hours of relevant training

**JOB DESCRIPTION:**

To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
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**Vacant Position** : ADMINISTRATIVE ASSISTANT III  
**Item Number** : OSEC-DECSB-ADAS3-570044-2014  
OSEC-DECSB-ADAS3-570042-2014  
OSEC-DECSB-ADAS3-570007-2018  
OSEC-DECSB-ADAS3-570008-2018  
OSEC-DECSB-ADAS3-570034-2004  
OSEC-DECSB-ADAS3-570009-2018  
OSEC-DECSB-ADAS3-570004-2018  
OSEC-DECSB-ADAS3-570002-2018  
OSEC-DECSB-ADAS3-570000-2018  
OSEC-DECSB-ADAS3-570010-2018  
OSEC-DECSB-ADAS3-570148-2014  
OSEC-DECSB-ADAS3-570071-2017  
OSEC-DECSB-ADAS3-570069-2017  
OSEC-DECSB-ADAS3-570006-2018  
OSEC-DECSB-ADAS3-570003-2018  
OSEC-DECSB-ADAS3-570070-2017

**Salary Grade** : 09  
**Education Requirements** : Completion of 2 years studies in college  
**Experience** : 1 year of relevant experience  
**Eligibility** : Career Service (Sub-Professional); First Level Eligibility  
**Training Requirements** : 4 hours of relevant training

**Vacant Position** : ADMINISTRATIVE ASSISTANT II  
OSEC-DECSB-ADAS2-570007-2016  
OSEC-DECSB-ADAS2-570005-2016  
OSEC-DECSB-ADAS2-570036-2004

**Salary Grade** : 09  
**Education Requirements** : Completion of 2 years studies in college  
**Experience** : 1 year of relevant experience  
**Eligibility** : Career Service (Sub-Professional); First Level Eligibility  
**Training Requirements** : 4 hours of relevant training

**JOB DESCRIPTION:**

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

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 **FEBRUARY 10, 2023, 5:00 P.M.**
  - a. Letter of intent addressed to the Head of Office, or to the highest human resource officer.



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- 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 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 document submitted and Data Privacy Consent Form)
  - k. Other documents as may be required for comparative assessment:  
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and 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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