

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. 404 s. 2023

: OIC-Asst. Schools Division Superintendent To

> Chief, CID Chief, SGOD

Education Program Supervisors Public Schools District Supervisors

Elementary and Secondary School Heads/Principal/TIC

All Others Concerned

This Division

: ROSALIO B. CONTURNO, JR., PhD From

OIC-Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

SUBJECT : ANNOUNCEMENT FOR THE OPENING OF ADMINISTRATIVE

OFFICER II

: **SEPTEMBER 5, 2023** DATE

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 : ADMINISTRATIVE OFFICER II Item Number : OSEC-DECSB-ADOF2-570001-2023

Education Requirements: Bachelor's degree relevant to the job

Experience : None Required

Eligibility : Career Service Professional (Second Level Eligibility)

Training Requirements : None Required

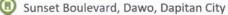
JOB DESCRIPTION:

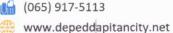
This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.

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 docume nts, one (1) photocopy each to be fastened at the top of a plain white folder arranged as listed on or before SEPTEMBER 19, 2023, 5:00 PM.

















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- a. 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
- 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.
- 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.













