




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. 454 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**  
 OIC-Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

SUBJECT : **ANNOUNCEMENT FOR THE OPENING OF ADMINISTRATIVE OFFICER II**

DATE : **SEPTEMBER 5, 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** : **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 documents, 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.**





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

- 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](mailto:depeddapitan365@gmail.com).

For information and dissemination.



 Sunset Boulevard, Dawo, Dapitan City  
 (065) 917-5113  
 [www.depeddapitan365.com](http://www.depeddapitan365.com)

 [dapitancity@deped.gov.ph](mailto:dapitancity@deped.gov.ph)  
 [fb.com/DepEdDapitanCity](https://www.facebook.com/DepEdDapitanCity)

