



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. 581 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 : **SHERLITO E. SAGAPSAPAN**
 Chief Education Supervisor
 School Governance & Operations Division (SGOD)
 Officer-in-Charge

SUBJECT : ANNOUNCEMENT OF THE OPENING FOR ADMINISTRATIVE OFFICER IV(Personnel), ADMINISTRATIVE OFFICER II, SENIOR EDUCATION PROGRAM SPECIALIST AND EDUCATION PROGRAM SUPERVISOR (CID)

DATE : **November 28, 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 IV (Personnel)**
 Item Number : OSEC-DECSB-ADOF4-570026-2014
 Salary Grade : 15
 Education Requirements : Bachelor's degree relevant to the job
 Eligibility : Career Service Professional (Second Level Eligibility)
 Experience : 1 year of relevant experience
 Training Requirements : 4 hours relevant training

JOB DESCRIPTION:

To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc).

Vacant Position : **ADMINISTRATIVE OFFICER II**
 Item Number : OSEC-DECSB-ADOF2-570166-2020
 Salary Grade : 11
 Education Requirements : Bachelor's degree relevant to the job
 Eligibility : Career Service Professional (Second Level Eligibility)
 Experience : None Required
 Training Requirements : None Required

Department of Education
 Division of Dapitan City
RELEASED
 NO 581 DATE NOV 28 2023
 TIME 1:52 BY [Signature]



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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.

Vacant Position	: SENIOR EDUCATION PROGRAM SPECIALIST
Item Number	: OSEC-DECSB-SREPS-570060-2014
Salary Grade	: 19
Education Requirements	: Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job.
Eligibility	: RA 1080; Career Service (professional) Appropriate Eligibility for Second Level Position
Experience	: 2 years experience in education, research, development, implementation, or other relevant experience
Training Requirements	: 8 hours of relevant training

JOB DESCRIPTION:

To provide technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders, and mobilizing resources; and providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education.

To provide technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education. And to lead districts and schools/learning centers in the implementation of an M&E system to monitor their progress.

Vacant Position	: EDUCATION PROGRAM SUPERVISOR
Item Number	: OSEC-DECSB-EPSVR-570052-2010
Salary Grade	: 22
Education Requirements	: Masters degree in education or other relevant degree. Masters degree with specific area of specialization
Experience	: At least 2years experience as Principal or Head Teacher or Master Teacher
Eligibility	: Career Service (Sub-Professional); First Level Eligibility
Training Requirements	: 8 hours training in management and supervision

JOB DESCRIPTION:

To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.

To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance. (when part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator.)



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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 **DECEMBER 12, 2023, 5:00 PM.**
- 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
 - Photocopy of valid and updated PRC License/ID, if applicable
 - Photocopy of Certificate of Eligibility/Report of Rating, if applicable
 - 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
 - Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable
 - Photocopy of latest appointment, if applicable
 - 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
 - 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.