



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. 279 s. 2024

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**  
Schools Division Superintendent

SUBJECT : **ANNOUNCEMENT OF THE OPENING FOR ADMINISTRATIVE ASSISTANT I**

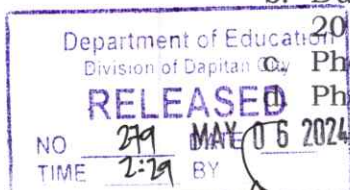
DATE : **May 6, 2024**

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 ASSISTANT I**  
Item Number : OSEC-DECSB-ADAS1-570046-2014  
Salary Grade : 7  
Education Requirements : Completion of 2 years studies in college  
Eligibility : Career Service (Sub-Professional); First Level Eligibility  
Experience : None Required  
Training Requirements : None Required

**JOB DESCRIPTION:**

1. To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.  
2. To provide administrative support to the Finance Services functions.
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 **MAY 20, 2024, 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



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- 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. (You may download the Checklist Requirements in this link <http://tinyurl.com/checklistrequirements> )
- 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. For applicants who opt to send their application through email, you may send your application to [depeddapitan365@gmail.com](mailto:depeddapitan365@gmail.com), in a PDF file using this sample format: **DELACRUZ, JUAN\_AOII.**
5. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007, s, 2023 for non-teaching** position.
6. 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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