



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

Office of the Schools Division Superintendent

August 21, 2024

DIVISION MEMORANDUM

NO. 435 s. 2024

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR ADMINISTRATIVE AIDE VI, ADMINISTRATIVE ASSISTANT III, SCHOOL PRINCIPAL III (elem), SCHOOL PRINCIPAL II (elem) & ASSISTANT SCHOOL PRINCIPAL II (SHS)

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

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 AIDE VI**
Item Number : OSEC-DECSB-ADA6-570069-2014
Salary Grade : 6
Education Requirements : Completion of 2 years studies in college
Eligibility : Career Service (Sub-Professional); First Level Eligibility
Experience : None Required
Training Requirements : None Required

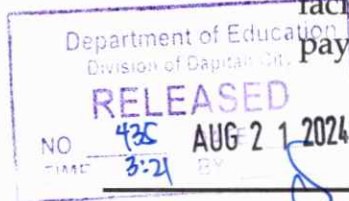
JOB DESCRIPTION:

1. To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division.

Vacant Position : **ADMINISTRATIVE ASSISTANT III**
Item Number : OSEC-DECSB-ADAS3-570003-2018
Salary Grade : 9
Education Requirements : Completion of 2 years studies in college
Eligibility : Career Service (Sub-Professional); First Level Eligibility
Experience : 1 year relevant experience
Training Requirements : 4 hours relevant training

JOB DESCRIPTION:

- Shall provide assistance on the finance-related functions in schools and to facilitate preparation of financial and accountability reports and to render payroll services actions.



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

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Vacant Position : **SCHOOL PRINCIPAL III**
Item Number : OSEC-DECSB-SP3-570018-2022
Salary Grade : 21
Education Requirements : Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of management
Eligibility : PBET/LET/RA 1080 Teacher
Experience : 2 years as Principal
Training Requirements : 40 hours relevant training

JOB DESCRIPTION:

- The role of the Principal is to provide leadership, direction and coordination within the school. The Principal's main focus should be to develop and maintain effective educational programs within his/her school and to promote the improvement of teaching and learning with his/her school.

Vacant Position : **ASSISTANT SCHOOL PRINCIPAL II**
Item Number : OSEC-DECSB-ASP2-570012-2016
: OSEC-DECSB-ASP2-570013-2016
Salary Grade : 19
Education Requirements : Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of management
Eligibility : PBET/LET/RA 1080 Teacher
Experience : 2 years of relevant experience
Training Requirements : 8 hours relevant training

JOB DESCRIPTION:

- Supports the Principal or School Head in the instructional supervision and implementation of all academic programs of the school;
- Monitors and assesses the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands, and subjects;
- Makes integrated recommendations regarding class assignment of teacher, loading & class programs to the Principal;
- Coaches and mentors the teaching staff of the school;
- Creates and implements the strategy towards the continues improvement of the school's learning outcomes; and
- Reports to the Principal/School Head.

Vacant Position : **SCHOOL PRINCIPAL II**
Item Number : OSEC-DECSB-SP2-570948-2010
Salary Grade : 20
Education Requirements : Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of management
Eligibility : PBET/LET/RA 1080 Teacher
Experience : 1 year as Principal
Training Requirements : 40 hours relevant training

JOB DESCRIPTION:

- The role of the Principal is to provide leadership, direction and coordination within the school. The Principal's main focus should be to develop and



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maintain effective educational programs within his/her school and to promote the improvement of teaching and learning with his/her school.

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 **SEPTEMBER 4, 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
 - 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, 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 and related-teaching** positions.
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.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent



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