



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. 49 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 OFFICER II**

DATE : **January 23, 2024**

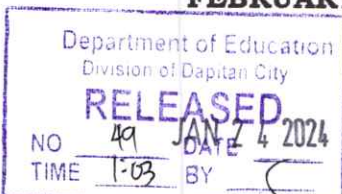
- Please be informed that the positions below is now open to all interested applicants **regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation** provided that they meet the minimum **CSC Requirements**:

Vacant Position : **ADMINISTRATIVE OFFICER II**
 Item Number : OSEC-DECSB-ADOF2-570006-2019
 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

JOB DESCRIPTION:

The position shall be responsible in the processing of payroll and other payroll-related services at the SDO. It shall also provide assistance in the monitoring and preparation of reports on filled and unfilled teaching and non-teaching items within the SDO.

- 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 **FEBRUARY 6, 2024, 5:00 PM.**



Sunset Boulevard, Dawo, 7101 Dapitan City
 (065) 917-5113 dapitancity@deped.gov.ph
depeddapitancity.net fb.com/DepEdDapitanCity





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- 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** 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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