



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

Office of the Schools Division Superintendent

November 19, 2024

DIVISION MEMORANDUM

NO. 596 s. 2024

**ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR SCHOOL PRINCIPAL IV,
 SCHOOL PRINCIPAL III, SCHOOL PRINCIPAL II, SCHOOL PRINCIPAL I,
 ADMINISTRATIVE OFFICER II & ADMINISTRATIVE AIDE VI**

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 : **SCHOOL PRINCIPAL IV (elem)**
 Item Number : OSEC-DECSB-SP4-570018-2022
 Salary Grade : 22
 Education Requirements : BEED or Bachelor's degree w/ 18 prof. educ. Units + 6 units of Management
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : 3 years as Principal
 Training Requirements : 40 hours of relevant training

Vacant Position : **SCHOOL PRINCIPAL III (elem)**
 Item Number : OSEC-DECSB-SP3-570046-2020
 Salary Grade : 21
 Education Requirements : BEED or Bachelor's degree w/ 18 prof. educ. Units + 6 units of Management
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : 2 years as Principal
 Training Requirements : 40 hours of relevant training

Vacant Position : **SCHOOL PRINCIPAL II (elem)**
 Item Number : OSEC-DECSB-SP2-570948-2010
 Salary Grade : 20
 Education Requirements : BEED or Bachelor's degree w/ 18 prof. educ. Units + 6 units of Management
 Eligibility : PBET/LET/RA 1080 Teacher
 Experience : 1 year as Principal
 Training Requirements : 40 hours of relevant training

Department of Education
 Division of Dapitan City
RELEASED
 NO. 596 NOV 20 2024
 TIME 9:50 BY _____



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





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Vacant Position	: SCHOOL PRINCIPAL I (elem)
Item Number	: OSEC-DECSB-SP1-570321-2010
Salary Grade	: 20
Education Requirements	: BEED or Bachelor's degree w/ 18 prof. educ. Units + 6 units of Management
Eligibility	: PBET/LET/RA 1080 Teacher
Experience	: HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years
Training Requirements	: 40 hours of relevant training

JOB DESCRIPTION:

1. 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	: ADMINISTRATIVE OFFICER II
Item Number	: OSEC-DECSB-ADOF2-570172-2024
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:

1. This is 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	: ADMINISTRATIVE AIDE VI
Item Number	: OSEC-DECSB-ADA6-570070-2014
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:

- To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.

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 3, 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, 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 School Administration** 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.


AURELIO A. SANTISAS, CESE
Assistant Schools Division Superintendent
Chair, PSB



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