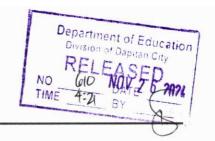


Republic of the Philippines

Department of Education

REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY



Office of the Schools Division Superintendent

November 26, 2024

DIVISION MEMORANDUM NO. 60 s. 2024

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR ADMINISTRATIVE ASSISTANT III

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 ASSISTANT III Item Number : OSEC-DECSB-ADAS3-570003-2018

Salary Grade : 9

Education Requirements : Completion of 2 years studies in college

: Career Service (Sub-Professional); First Level Eligibility Eligibility

: 1 year relevant experience Experience Training Requirements : 4 hours relevant training

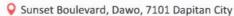
JOB DESCRIPTION:

- To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.
- 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 9, 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 postgraduate units/degrees, if applicable
 - f. Photocopy of Certificate/s of Training, if applicable









(065) 917-5113









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- 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 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.

SANTISAS, CESE

Assistant Schools Division Superintendent













