



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

April 2, 2025

DIVISION MEMORANDUM
NO. 215 s. 2025

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE AIDE VI, HEAD TEACHER IV (elem), HEAD TEACHER III (elem) and HEAD TEACHER II (elem)

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 II**
Item Number : ADAS2-570003-2016
Salary Grade : 8
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

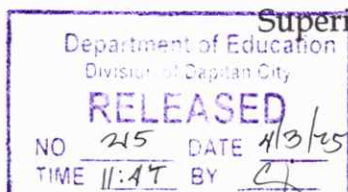
JOB DESCRIPTION:

- To provide administrative and clerical support, often under the supervision of the Assistant Principal for Operations and Learner Support or the Principal, focusing on tasks like personnel administration, property custodianship, and general office operations.

Vacant Position : **ADMINISTRATIVE AIDE VI**
Item Number : OSEC-DECSB- ADA6-570067-2014
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 Office of the Schools Division Superintendent (OSDS).



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

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Vacant Position : **HEAD TEACHER IV (elem)**
Item Number : OSEC-DECSB-HTEACH4-570003-2017
Salary Grade : 17
Education Requirements : BEED; or Bachelor's degree w/ 18 prof. education units with appropriate field of specialization
Eligibility : PBET/LET/RA 1080 Teacher
Experience : Head Teacher for 3 years; or Master Teacher for 2 years
Training Requirements : 24 hours training in management & supervision

Vacant Position : **HEAD TEACHER III (elem)**
Item Number : OSEC-DECSB-HTEACH3-570570-1998
Salary Grade : 16
Education Requirements : BEED; or Bachelor's degree w/ 18 prof. education units with appropriate field of specialization
Eligibility : PBET/LET/RA 1080 Teacher
Experience : HT for 2 years; or TIC for 2 years; or Teacher for 5 years
Training Requirements : 24 hours training in management & supervision

Vacant Position : **HEAD TEACHER II (elem)**
Item Number : OSEC-DECSB-HTEACH2-570145-1998
Salary Grade : 15
Education Requirements : BEED; or Bachelor's degree w/ 18 prof. education units with appropriate field of specialization
Eligibility : PBET/LET/RA 1080 Teacher
Experience : HT for 2 years; or TIC for 1 year; or Teacher for 4 years
Training Requirements : 24 hours training in management & supervision

JOB DESCRIPTION:

- Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

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 **APRIL 15, 2025, 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) with General Weighted Average (GWA) 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



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- 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.


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



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