



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

Office of the Schools Division Superintendent

August 12, 2025

DIVISION MEMORANDUM

NO. 539 s. 2025

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT I, ADMINISTRATIVE AIDE VI

To: 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 **Requirements:**

Vacant Position : **ADMINISTRATIVE ASSISTANT III**
Item Number : OSEC-DECSB- ADAS3-570148-2014
OSEC-DECSB- ADAS3-570002-2018
Salary Grade : 9
Education Requirements: Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
Eligibility : Career Service (Sub-Prof.); First Level Eligibility
Experience : 1 year relevant experience
Training Requirements : 4 hours relevant training
Preferably : Accounting related graduate

JOB DESCRIPTION:

- This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.

Vacant Position : **ADMINISTRATIVE ASSISTANT II**
Item Number : OSEC-DECSB-ADAS2-570001-2016
OSEC-DECSB-ADAS2-570035-2004
OSEC-DECSB-ADAS2-570081-2017
Salary Grade : 8
Education Requirements: Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
Eligibility : Career Service (Sub-Prof.); First Level Eligibility



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Experience : 1 year relevant experience
Training Requirements : 4 hours relevant training
Preferably : Accounting related graduate

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.
- This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

Vacant Position : **ADMINISTRATIVE ASSISTANT I**
Item Number : OSEC-DECSB-ADAS1-570046-2014
Salary Grade : **7**
Education Requirements: Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
Eligibility : Career Service (Sub-Prof.); First Level Eligibility
Experience : Non Required
Training Requirements : Non Required
Preferably : Accounting related graduate

JOB DESCRIPTION:

- To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.
- To provide administrative support to the Finance Services functions.

Vacant Position : **ADMINISTRATIVE AIDE VI**
Item Number : OSEC-DECSB-ADA6-570069-2014
Salary Grade : **6**
Education Requirements: Completion of 2 years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
Eligibility : Career Service (Sub-Prof.); First Level Eligibility
Experience : None Required
Training Requirements : None Required

JOB DESCRIPTION:

- To provide clerical and secretariat support to AO V and administrative services function.

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 **AUGUST 26, 2025, 5:00 PM.**



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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) 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
 - 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.
 - 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 only **ONE** comprehensive set of application documents, even if applying for multiple positions. However, a **separate Registration Confirmation and Checklist of Requirements** must be included for each position applied for.

4. For applicants who opt to send their application through email, you may send your application to depeddapitan365@gmail.com into a single PDF file to ensure efficiency and ease of processing.

Key Requirements:

- **One PDF File:** All necessary documents (e.g., cover letter, PDS, TOR, certificates, etc.) must be consolidated into one comprehensive PDF document.
- **Clear Naming Convention:** Please name your PDF file using a clear and identifiable format, such as: [fullname_position] (e.g.,: **DELACRUZ, JUAN_AOII**)
- **Email Subject Line:** Ensure your email subject line clearly indicates the purpose of your email, for example: Application – [Full Name] – [Position Applied For].

5. For guidance as to the criteria and computation of points, please refer to **DepEd Order No. 007 s, 2023 for non-teaching** positions.



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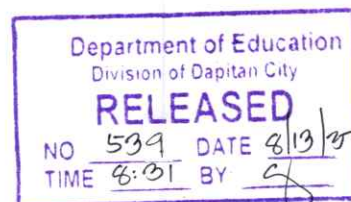


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6. Please be informed that all applicants are **required** to register thru this link <https://tinyurl.com/dapnonteachingreg> print out the registration form and checklist and attach one copy of each to your application folder submitted to this office. **Failure to register and submit mandatory requirements on the set deadline shall not be entertained and not included in the pool of official applicants.**

For information and dissemination.

JAY S. MONTEALTO, EdD, CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent



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