



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

Office of the Schools Division Superintendent

September 18, 2025

DIVISION MEMORANDUM
NO. 606 s. 2025

ANNOUNCEMENT OF VACANCY IN SDO DAPITAN CITY FOR ADMINISTRATIVE
OFFICER II, ADMINISTRATIVE OFFICER IV, ATTORNEY III &
LEGAL ASSISTANT I

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 OFFICER II**
Item Number: OSEC-DECSB-ADOF2-570335-2025
Salary Grade: 11

A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Training	None Required
Experience	None Required
Eligibility	Career Service Professional (Second Level Eligibility)
B. Preferred Qualifications	
Education	Bachelor's degree relevant to the job
Training	4 hours relevant training
Experience	1-year relevant experience in Procurement
Eligibility	Career Service Professional (Second Level Eligibility)

JOB DESCRIPTION:

- The Administrative Officer II is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Information (RF Is) and other tender documents; preparation of Contracts, Memoranda of Agreement (MOA), and Purchase Orders (POs) and other agreement documents in the Schools Division Office (SDO), specifically in the provision of technical assistance to



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end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelists of goods and services regularly procured by the agency, including the creation of suppliers, contractors and consultants, and observer database.

Vacant Position: **ADMINISTRATIVE OFFICER IV**
Item Number: OSEC-DECSB-ADOF4-570003-2025
Salary Grade: 15

A. CSC Prescribed Qualifications	
Education	Bachelor's degree relevant to the job
Training	4 hours of relevant training
Experience	1 year relevant experience
Eligibility	Career Service Professional (Second Level Eligibility)
B. Preferred Qualifications	
Education	Bachelor's degree relevant to the job
Training	8 hours relevant training
Experience	2 years relevant experience in Procurement
Eligibility	Career Service Professional (Second Level Eligibility)

JOB DESCRIPTION:

- The Administrative Officer IV oversees and manages the full procurement cycle in the Schools Division Office (SDO), ensuring that all activities, from planning and bidding to contract administration and monitoring are compliance with RA 12009, its Implementing Rules and Regulations (IRR), and related procurement guidelines. The position is in-charge of the Procurement Unit, supervises staff, coordinates closely with end-users and the Bids and Awards Committee (BAC), and ensures transparency, accountability, and efficiency in all procurement transactions. By integrating procurement planning, process management, contract oversight, and performance evaluation, the AO IV safeguards public resources, mitigates risks, and delivers timely, quality goods and services to support the SDO's operational and educational objectives.

Vacant Position: **ATTORNEY III**
Item Number: OSEC-DECSB-ATY3-570001-2025
Salary Grade: 21

A. CSC Prescribed Qualifications	
Education	Bachelor of Laws/ Juris Doctor
Training	4 hours of relevant training
Experience	1-year relevant experience
Eligibility	RA 1080 (BAR)
B. Preferred Qualifications	
Education	Excellent written and verbal communications skills
Training	At least 1 year of supervisory & managerial experience
Experience	Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the



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	internet
Eligibility	MCLE Complaint

JOB DESCRIPTION:

- To provide effective, efficient, judicious and expeditious legal service to the Schools Division Office (SDO) through:
 - a. impartial, evidence-based, and speedy disposition of administrative cases and complaints.
 - b. effective and efficient in-house general legal services;
 - c. safeguarding the Department's rights and interest on school sites; and
 - d. constant monitoring and timely submission of reportorial requirements required by law

Vacant Position: **LEGAL ASSISTANT I**

Item Number: OSEC-DECSB-LEA1-570002-2025

Salary Grade: 10

A. CSC Prescribed Qualifications	
Education	Bachelor's degree
Training	None Required
Experience	None Required
Eligibility	Career Service Professional (Second Level Eligibility)
B. Preferred Qualifications	
Education	Preferably with at least Units of Bachelor of Laws
Training	Excellent written and verbal communication skills
Experience	Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the internet
Eligibility	

JOB DESCRIPTION:

- The Legal Assistant I supports the Schools Division Office Legal Unit by gathering, examining, and analyzing information or facts related to cases, matters, and issues received, submitted, or referred to the office. The position conducts investigations when necessary and provides comprehensive clerical, legal, and administrative assistance to the Attorney III. Through these functions, the Legal Assistant I contributes to the delivery of effective, efficient, judicious, and timely legal services, ensuring the smooth, responsive, and well-coordinated operations of the Legal Unit.

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 **OCTOBER 1, 2025, 5:00 PM.**

- Letter of intent (addressed to the Schools Division Superintendent)
- Duly accomplished **Personal Data Sheet** (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- Photocopy of valid and updated PRC License/ID, if applicable
- Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) with General Weighted Average (GWA) and Diploma,



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- 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 **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.

6. Please be informed that all applicants are **required** to register thru this link <https://tinyurl.com/dapnonteachingregC> 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
Schools Division Superintendent



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