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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

DIVISION MEMORANDUM

No. 041, s. 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officers
School Heads
Teachers and Non-Teaching Personnel
Others Concerned

DATE: February 14, 2020

SUBJECT: **Vacancies for Teaching and Non-Teaching Positions**

RELEASE
SDO-DAGUPAN
BY: 2:56
DATE 2/12/20
TRACKING NO. 0766

DEPED
RECEIVED
DATE: 2/12/2020
TIME: 3:40
REYNANTE B. INFANTE
IT OFFICER I

This Division hereby announces the vacancies for the following teaching and non-teaching positions:

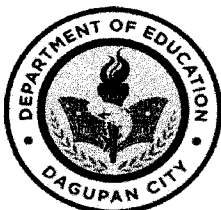
Administrative Assistant III (Senior Bookkeeper)	1 item
Teacher III (JHS-ECIS)	1 item
Teacher II (SHS-Academic Track)	1 item

Applicants shall submit one (1) folder (Photocopy) on or before **March 2, 2020** to the Division HR Office. Please refer to DepEd Order No. 66, s. 2007 for the criteria.

It is advised that applicants shall bring their original documents during the interview.

Immediate dissemination is hereby advised to all concerned.

Maria Celia Junio-Fernandez
MARIA CELIA JUNIO-FERNANDEZ, Ed. D., MDM-SEC
Schools Division Superintendent



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QUALIFICATION STANDARDS

Administrative Assistant III (Senior Bookkeeper)

Qualification Standards:

Education: Completion of 2 years studies in college
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Sub-Professional); First Level Eligibility

Preferred Qualifications for Administrative Assistant III (Senior Bookkeeper)

Education: Bachelor's degree in Business Administration, major in Accounting; or completion of at least 2 years studies in Bachelor's degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects.
Experience: 1 year relevant experience in accounting activities/tasks
Training: 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)

Teacher III (JHS)

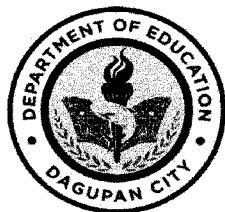
Qualification Standards:

Education: Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major
Experience: 2 years relevant experience
Training: None required
Eligibility: RA 1080 (Teacher)

Teacher II (SHS-Academic Track and Core Subjects)

Qualification Standards:

Education: Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject
Experience: None required
Training: None required
Eligibility: RA 1080 (Teacher)



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