



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

RELEASE
SDO-DAGUPAN
BY: A. G. 0102
DATE 10/20/2020
TRACKING NO. 2100

DIVISION MEMORANDUM

No. 120, 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: October 15, 2020

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

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

Administrative Officer IV (Personnel-SDO)	1 item
Administrative Assistant II (DCNHS-JHS)	1 item

Attached are the Qualification Standards of the positions. Applicants shall submit one (1) folder (Photocopy) on or before **October 30, 2020** to the Division HR Office.

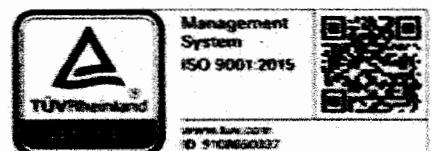
It is advised that applicants shall bring their original documents during the interview.

Immediate dissemination is hereby advised to all concerned.


MARIA CELIA JUNO FERNANDEZ, EdD, MDM-SEC
Schools Division Superintendent



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QUALIFICATION STANDARDS

Administrative Officer IV (Personnel)

Education: Bachelor's degree
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: CS Professional; Second Level Eligibility

Administrative Assistant II (Disbursing Officer)

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

Preferably with at least 9 units in accounting subjects and 4 hours of relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)



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