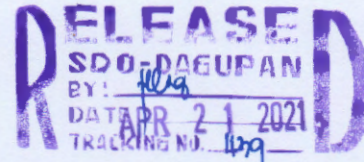




Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



**DIVISION MEMORANDUM**

No. 100, s. 2021

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: April 21, 2021

SUBJECT: **VACANCIES FOR TEACHING and NON-TEACHING POSITIONS**

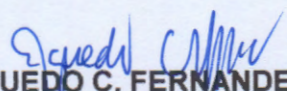
This Division hereby announces the vacancies for the following teaching positions:

School Principal III	(JJDVSTVSS)	1 item
Administrative Assistant III	(East Central IS – JHS)	1 item
Administrative Assistant III	(SDO)	1 item
Administrative Assistant II	(JJDVSTVSS)	1 item

Applicants are advised to refer to DepEd Order No. 42 and 66, s. 2007 for the criteria and bring their original documents during the interview.

Applicants shall submit one (1) folder (Photocopy) on or before **May 6, 2021** to the Division HR Office.

Immediate dissemination is hereby advised to all concerned.

  
**AGUEDO C. FERNANDEZ, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
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Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

**QUALIFICATION STANDARDS**

School Principal III (JJDVSTVSS – JHS)

Education: Bachelor's degree in Secondary Education or its equivalent plus 6 units of management  
Experience: 2 years as Principal  
Training: 40 hours of relevant training  
Eligibility: RA 1080 (Teacher)

Administrative Assistant III –(East Central IS – JHS)

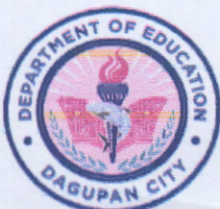
Education: Completion of 2 years studies in college  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: Career Service (Subprofessional); First level eligibility  
*(Preferred Qualifications: 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet softwares)*

Administrative Assistant III – (SDO)

Education: Completion of 2 years studies in college  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: Career Service (Subprofessional); First level eligibility  
*(Preferred Qualifications: Basic Knowledge in Computer Operations such as Microsoft Office)*

Administrative Assistant II (JJDVSTVSS-JHS)

Education: Completion of 2 years studies in college  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: Career Service (Subprofessional); First level eligibility  
*(Preferred Qualifications: 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet softwares)*



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