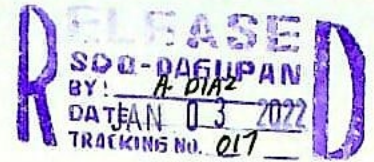




Republic of the Philippines  
**Department of Education**  
 REGION I  
**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



**DIVISION MEMORANDUM**

No. 01, 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: December 27, 2021

SUBJECT: **VACANCY FOR NON-TEACHING POSITION**

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

Vacant Position	Qualification Standard	Unit/ school where vacancy exists
Administrative Assistant II (one item)	<b>Education:</b> Completion of wo-year studies in college <b>Training:</b> 4 hours of relevant training <b>Experience:</b> 1 year of relevant experience <b>Eligibility:</b> Career Service Sub-Professional / First Level Eligibility	East Central Integrated School (JHS)

Interested applicants are required to submit two sets of folders containing the following documents on or before **January 10, 2022**:

- Application letter addressed to the Schools Division Superintendent
  - Personal Data Sheet (CSC form 212, revised 2017)
  - Eligibility, *photocopy*
  - Performance Rating (last three rating periods), *photocopy*
  - Service Record / Certificate of Employment, *photocopy*
  - Certificate of Outstanding accomplishment, *photocopy*:
    - Outstanding employee award
    - Innovation
    - Research and development projects
    - Publication/authorship
    - Consultant/resource speaker in training/seminar/symposia
  - Official Transcript of Record, *photocopy*
  - Certificate of Training, *photocopy*
- (Original copies of documents c to h should be available on the day of the assessment for verification)



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone No: (075) 615-2645 | 615-2649  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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Documents shall be fastened in a long folder in an orderly manner with proper ear tabs and shall be submitted thru personal delivery or courier addressed to:


**AGUEDO C. FERNANDEZ, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent  
Department of Education, Division of Dagupan City  
Burgos St., Poblacion Oeste, Dagupan City

Applicants may also send their application thru the official email address:  
[depeddagupan@deped.gov.ph](mailto:depeddagupan@deped.gov.ph).

This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.

As reference for assessment, applicants are encouraged to read the following issuances: **DO Order 66, s. 2007** (for Teaching, Non-Teaching & other Related Teaching Position); **DepEd Order No. 42, s. 2007** (for School Head position); and **MEC Order No. 10, s. 1979** and **MEC Order 29, s. 1979** (for Master Teacher position).

For information and guidance.

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



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