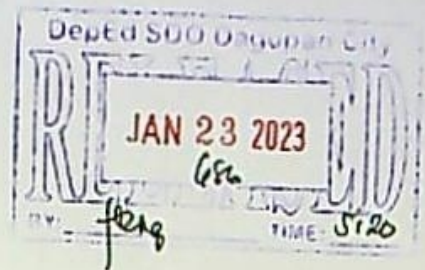




Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 35, s. 2023

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: January 23, 2023

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

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

Vacant Position	Qualification Standard	Unit/ school where vacancy exists
Administrative Assistant III (7 items) Item numbers: 60149-2014, 60075-2016, 60078-2018, 60092-2019, 60074-2018, 60160-2017, 60073-2019	Education: Completion of two-year studies in college Training: 4 hours of relevant training Experience: 1 year of relevant experience Eligibility: Career Service Sub-professional/ First Level Eligibility Competency:	OSDS
Administrative Assistant II (one item) Item number: 60160-2017	Education: Completion of two-year studies in college Training: 4 hours of relevant training Experience: 1 year of relevant experience Eligibility: Career Service Sub-professional/ First Level Eligibility Competency:	Federico N. Ceralde Integrated School
Administrative Assistant I (one item) Item number: 60009-2015	Education: Completion of two-year studies in college Training: None required Experience: None required Eligibility: Career Service Sub-professional/ First Level Eligibility Competency:	OSDS

Interested applicants are required to submit two sets of folders containing the following documents:

Mandatory documentary requirements:

- Letter of intent addressed to the SDS,
- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;



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





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- c. Photocopy of Certificate of Eligibility, or PRC License and Board Rating.
 - d. Photocopy of Transcript of Records (TOR).
 - e. Photocopy of Service Record or Certificate of Employment, if applicable.
 - f. Photocopy of Certificates of Training, if applicable.
 - g. Photocopy of at most three (3) latest Performance Ratings, if applicable;
 - h. Omnibus Sworn Statement (as to veracity and authenticity of submitted documents), if applicable;
- Additional documentary requirements**
- i. Documentary evidence for Outstanding Accomplishment for School Head, Non-Teaching, Related-Teaching and Teaching Positions (except Master Teacher and entry-level teaching positions)
 - 1. Certificate of Recognition as Outstanding Employee
 - 2. Innovation
 - 3. Research and Development Projects
 - 4. Publication / authorship
 - 5. Resource Speaker/Consultant
 - j. Other documents as may be required in existing hiring and promotion guidelines mentioned below as references

Mandatory documentary requirements (items a to h) shall be submitted on or before **February 3, 2023**, while additional documentary requirements (item i to j) may be submitted on the day of assessment/interview. No additional documentary requirement shall be accepted after the applicant has been assessed/interviewed.

Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants

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 V
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 depeddagupanhr@gmail.com

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 V
Schools Division Superintendent



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