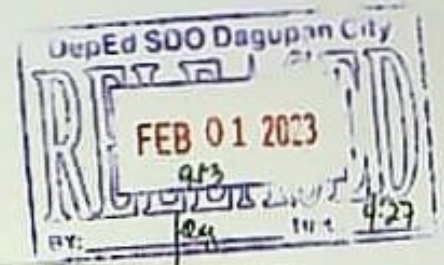




Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



**DIVISION MEMORANDUM**

No. CI, 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 31, 2023

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

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

Vacant Position	Qualification Standard	Unit/ school where vacancy exists
Administrative Assistant III (Senior Bookkeeper) (1 item)  Item numbers: OSEC-DECSB-ADAS3-00162-2017	<b>Education:</b> Completion of two-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 <b>Competency:</b>	East Central Integrated School

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;
- Photocopy of Certificate of Eligibility, or PRC License and Board Rating;
- Photocopy of Transcript of Records (TOR);
- Photocopy of Service Record or Certificate of Employment, if applicable;
- Photocopy of Certificates of Training, if applicable;
- Photocopy of at most three (3) latest Performance Ratings, if applicable;
- Omnibus Sworn Statement (as to veracity and authenticity of submitted documents), if applicable;



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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**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 10, 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](mailto: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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