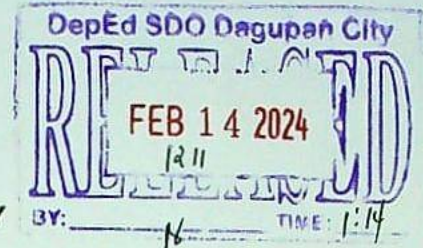




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



DIVISION MEMORANDUM

No. 63, s. 2024

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: February 14, 2024

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

This Division is hereby accepting applications for the following vacant positions:

No.	Position Title/ SG/ Monthly Salary/ Item Number	Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal I/ SG19/ Php51,357/ OSEC-DECSB- SP1-60018-2014	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year or TIC for 2 years or MT for 2 years or Teacher for 5 years	RA 1080 (Teacher); LET/PBET		Junior High School
2.	Head Teacher I / SG 14/ Php 33,843/ OSEC- DECSB- HTEACH1- 60055-2016	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	24 hours relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher); LET/PBET		East Central Integrated School (JHS)



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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Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

No.	Position Title/ SG/ Monthly Salary/ Item Number	Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
3	Administrative Officer II /SG 11/ Php 27,000 / OSEC-DECSB-ADOF2-60208-2021	Bachelor's degree relevant to the job	None required	None Required		Career Service (Professional)/ Second Level Eligibility	Pugaro Integrated School
4.	Administrative Assistant III / SG 09 / Php21,211/ OSEC-DECSB-ADAS3-60149-2014	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience		Career Service Sub-professional/ First Level Eligibility	Office of the Schools Division Superintendent - Accounting Section
5	Administrative Assistant III / SG 09 / Php21,211/ OSEC-DECSB-ADAS3-60071-2018	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience		Career Service Sub-professional/ First Level Eligibility	Office of the Schools Division Superintendent - Accounting Section
6.	Administrative Assistant III / SG 09 / Php21,211/ OSEC-DECSB-ADAS3-60075-2018	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience		Career Service Sub-professional/ First Level Eligibility	Office of the Schools Division Superintendent - Accounting Section
7.	Administrative Assistant II / SG 08 / Php19,744/ OSEC-DECSB-ADAS2-60041-2007	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience		Career Service Sub-professional/ First Level Eligibility	Bonuan Boquig NHS (JHS)
8.	Administrative Aide VI / SG 6/ Php17,553/ OSEC-DECSB-ADA6-60040-2015	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience		Career Service Sub-professional/ First Level Eligibility	Office of the Schools Division Superintendent - (Administrative)



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SCHOOLS DIVISION OFFICE DAGUPAN CITY

No.	Position Title/ SG/ Monthly Salary/ Item Number	Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
9.	Administrative Aide III /SG 3 / Php 14,678/ OSEC-DECSB- ADA3-60027- 2004	Completion of two-year studies in college	None required	None required		Career Service Sub-professional/ First Level Eligibility	Dagupan City NHS (JHS)

Please see attached job description for each vacant position.

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

Mandatory documentary requirements:

- a. Letter of intent addressed to the SDS;
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in item I is not relevant to the position to be filled, if applicable.



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Deadline for submission of abovementioned documentary requirements shall be on **FEB 24 2024**. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of documentary requirements (item k.) shall not warrant exclusion from list of official applicant.

No additional documents shall be accepted after the deadline.

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:

ROWENA C. BANZON, CESO V
Schools Division Superintendent
Department of Education, Division of Dagupan City
Burgos St., Poblacion Oeste, Dagupan City

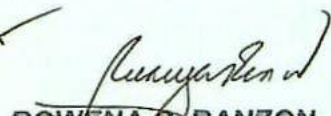
Applicants may also send their application thru the official email address: depeddagupanhr@gmail.com.

The schedule of activities for assessment will be sent thru email address of qualified applicants.

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 refer to DepEd Order No. 007, s. 2023.

For information and guidance.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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Website: depeddagupan.com
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CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____
 Position Applied for: _____
 Office of the Position Applied For: _____
 Contact No.: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____
 (to be filled out by HR section)

Basic Documentary Requirement	Status of Submission (To be filled out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or Highest human resource Officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if Applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility / Report of Rating, of applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purpose of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic documents if the said electronic documents maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

JOB DESCRIPTION

Position Title: **ADMINISTRATIVE OFFICER II**
 Unit/Division: **Elementary School**
 Reports to: **School Head**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	<i>Recruitment and Selection</i>
	Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:
	a. recruitment and selection of applicants in the school assigned;
	b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment;
	c. Prepare ERF of qualified teachers and submit to SDO for processing
	<i>Personnel Records</i>
	a. Update regularly 201 files and maintain database of personal information of school personnel
	b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated
	c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
	d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto
	e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS
	f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned
	g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.
	h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.
	<i>Compensation and Benefit</i>
	a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)
	b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification
	c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO
	<i>Other HR-related function</i>
	a. Update school personnel of the latest HR-related policies
	b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school
	c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school
	d. Prepare and submit HR-related reports to school head/HRMO
e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines	
f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.	

Property Custodianship	a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.
	b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.
	c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.
	d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.
	e. Prepare and submit reports on all property accountability of the school
General Administrative Support	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.
	b. Assist the school planning team in the preparation of SIP/AIP.
	c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
	d. Perform other functions as may be assigned by the School Head.
Financial Management	a. Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents
	b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.
	c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.
	d) Provide assistance to other financial-related task of the School Head.
	e) Perform other functions as may be assigned by the School Head.

Position Title: **ADMINISTRATIVE ASSISTANT III (Accounting Section)**
 Parenthetical Title: **Senior Bookkeeper**
 Unit/Division: **OSDS - Accounting Section**
 Reports to: **Accountant III**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	1. Ascertain that transactions have been properly recorded in books
	2. Verify financial statements made by subordinate, verify the journal voucher
	3. Prepares adjusting entries and journal vouchers
	4. Prepares trial balances, monthly statements of income and expenditure and other financial statements
Account Tracking	5. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports
	6. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transaction Recording Procedures	7. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers
	8. Provides inputs for improvement of accounting section
	9. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff

Position Title: **ADMINISTRATIVE ASSISTANT II**
 Unit/Division: **Bonuan Boquig National High School**
 Reports to: **School Head**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Records	1. Ascertains that transaction have been properly recorded in books
	2. Assists in the Preparation of trial balances, monthly statements of income and expenditure and other financial statements
	3. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
	4. Other related budgeting and accounting tasks as may be assigned by superior

Position Title: **ADMINISTRATIVE AIDE VI**
 Unit/Division: **OSDS - Administrative**
 Reports to: **Administrative Officer V**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Schedules Administrative Service Activities	Schedules/calendars meetings/appointments/training/workshops
Records and Files	Documents/communications received, routed , tracked
	Filing system created, and maintained
	Documents filed, retrieved, archived to Records Office or disposed as needed
	Comprehensive and complete minutes of meetings/agenda attended
	Daily attendance of Administrative Service Staff (to establish staff location)
Administrative Support	Encoded documents
	Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)
	Supporting documents, petty cash, documents/forms
Secretariat & Frontline	Travel bookings made
	Appointment, venue, meals arranged
	Received/routed calls
	Visitors responded to
	Follow through on inquiries

Position Title: **ADMINISTRATIVE AIDE III**
 Unit/Division: **Dagupan City National High School**
 Reports to: **Administrative Officer IV**

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Messengerial and Photocopying	Bring memos, documents to offices as assigned by the office Administrative Assistant
	Photo copy documents as needed.
Recording	Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant.
	Record and release documents for other offices as instructed by the Administrative Assistant
Communication	Answer telephone calls within 3 rings and refer the caller to the proper office or staff or take down the message and relay to the proper office or staff