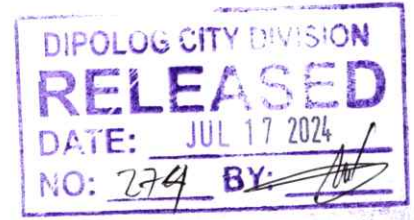




Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum
 No. 274, s. 2024

July 16, 2024

CALL FOR APPLICATIONS FOR MEDICAL OFFICER III, ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II VACANT POSITIONS

**TO: All School Division Office Personnel
 All Concerned Personnel
 This Division**

This office hereby announces the hereunder vacant job positions and is now accepting applications, namely:

Classification/ Level	Positions	Item Number/s
Non-Teaching	Administrative Officer II	OSEC-DECSB-ADOF2-570171-2020 OSEC-DECSB-ADOF2-570109-2024 OSEC-DECSB-ADOF2-570110-2024 OSEC-DECSB-ADOF2-570108-2024
	Administrative Assistant III (finance-related)	OSEC-DECSB-ADAS3-570019-2018
	Administrative Assistant II (finance-related)	OSEC-DECSB-ADAS2-570037-2004 OSEC-DECSB-ADAS2-570085-2017
	Medical Officer III	OSEC-DECSB-MDOF3-570003-2017

Further, this ranking is **open to all applicants regardless of gender, civil status, sexual orientation, disability, religion, ethnicity or political affiliation provided that they meet the minimum qualification standards.**

Aspiring candidates must **Register Online** at this link: <https://bit.ly/VacantNonTeachJuly2024> before submitting the pertinent documents to Personnel Officer, Love L. Ricafort on or before **July 26, 2024**, until 5:00 in the afternoon. Download the **Checklist Requirements** and swear to the authenticity and veracity of all documents.

Furthermore, a letter of intent should be addressed to:

MA. LIZA R. TABILON EdD, CESO V
 Schools Division Superintendent
 Department of Education-SDO Dipolog City



Address: Purok Farmers, Olingan, Dipolog City
 Email: dipolog.city@deped.gov.ph
 Website: www.depeddipolog.net
 Facebook: DepEd Tayo – Division of Dipolog City



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Please note that documents submitted which are **not** sequenced and tabbed will **not** be accepted. Additional documents submitted after the given deadline **will not** be considered or accepted.

For guidance as to the criterion and computation of points, all interested applicants are enjoined to peruse the following references:

Positions	References
Administrative Officer II Administrative Assistant III (finance-related) Administrative Assistant II (finance-related) Medical Officer III	DepEd Order No. 007, s. 2023, Non-Teaching Positions

Below is the minimum qualification standard required for the said positions. Please be guided accordingly.

QUALIFICATION STANDARD					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency (if applicable)
Administrative Officer II	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Computer Literate
Administrative Assistant III (finance-related) Administrative Assistant II (finance-related)	Completion of 2 years of studies in college	4 hours of relevant training (Finance Related)	1 year relevant experience (Finance Related)	Career Service Sub-professional (First Level Eligibility)	Computer Literate
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080	Medical Knowledge

The schedule of the ranking and interview will be announced in a separate memorandum. For information and widest dissemination.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

