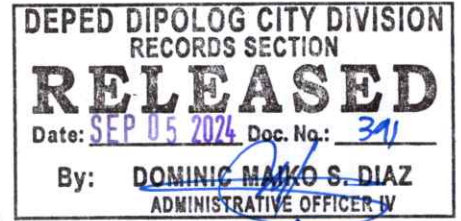




Republic of the Philippines  
**Department of Education**  
 REGION IX – ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum  
 No. 311, s. 2024

September 5, 2024

**CALL FOR APPLICATIONS FOR SCHOOL ADMINISTRATION AND NON-TEACHING 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
School Administration	School Principal IV	OSEC-DECSB-SP4-570003-2012
	Head Teacher I (Secondary)	OSEC-DECSB-HTEACH1-570195-2020
Non-Teaching	Administrative Officer II	OSEC-DECSB-ADOF2-570009-2021
	Senior Bookkeeper (Finance Related)	OSEC-DECSB-SRBK-570002-2009
	Administrative Assistant II (Finance Related)	OSEC-DECSB-ADAS2-570017-2018
	Administrative Aide III	OSEC-DECSB-ADA3-570101-2004

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 requirement.

Aspiring candidates must **Register Online** at this link: <https://bit.ly/4gePkc3> before submitting the pertinent documents to Personnel Officer, Love L. Ricafort on or before **September 16, 2024**, until 5:00 in the afternoon. Download the **Checklist Requirements** and swear to the authenticity and veracity of all documents.

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
School Administration and Non-Teaching	DepEd Order No. 007, s. 2023



Address: Purok Farmers, Olingan, Dipolog City  
 Email: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
 Website: [www.depeddipolog.net](http://www.depeddipolog.net)  
 Facebook: DepEd Tayo – Division of Dipolog City



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

<b>QUALIFICATION STANDARD</b>					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency (if applicable)
School Principal IV	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of management	40 hours relevant training	3 years as Principal	PBET/LET/RA 1080	With interpersonal, managerial, functional and technical skills
Head Teacher I (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with the appropriate fields of specialization	24 hours of relevant training	Teacher-In-Charge for 1 year; or Teacher for 3 years	PBET/LET/Teacher/R.A. 1080	With interpersonal, managerial, functional, and technical skills
Administrative Officer II	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Computer Literate
Senior Bookkeeper	Completion of 2 years studies in college	4 hours relevant training	1-year relevant experience (Finance Related)	Career Service (Subprofessional) First Level Eligibility	Computer Literate
Administrative Assistant II	Completion of 2 years studies in college	4 hours relevant training	1-year relevant experience (Finance Related)	Career Service (Subprofessional) First Level Eligibility	Computer Literate
Administrative Aide III	Completion of 2 years studies in college or High School Graduate with relevant Vocational/Trade Course	None required	None required	Career Service (Subprofessional) First Level Eligibility	Computer Literate

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



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