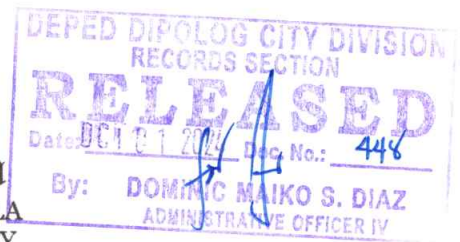




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum
No. 448, s. 2024

October 1, 2024

CALL FOR APPLICATIONS FOR TEACHING 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
Teaching	Teacher II (Elementary)	OSEC-DECSB-TCH2-573093-1998
		OSEC-DECSB-TCH2-573172-1998
		OSEC-DECSB-TCH2-573134-1998
		OSEC-DECSB-TCH2-573188-1998
Non-Teaching	Administrative Aide IV	OSEC-DECSB-ADA4-570072-2004
		OSEC-DECSB-ADAS3-570014-2018
	Administrative Assistant III (Finance Related)	OSEC-DECSB-ADAS3-570072-2017
		OSEC-DECSB-ADAS3-570045-2014

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/3Y1ktbX> before submitting the pertinent documents to Personnel Officer, Love L. Ricafort on or before **October 14, 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
Teacher II	DepEd Order No. 66, s. 2007, Teaching Related positions
Administrative Assistant III and Administrative Aide IV	DepEd Order No. 007, s. 2023, Non-Teaching Positions



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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.

QUALIFICATION STANDARD					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency (if applicable)
Teacher II (Elementary) / SG 12	Bachelor of Elementary Education (BEED) or Bachelor's Degree Plus 18 Professional units in Education	None Required	1 Year Relevant Experience	PBET/LET	Teaching
Administrative Aide IV / SG 4	Elementary School Graduate	None Required	None Required	Professional Driver's License Holder	Non-Teaching
Administrative Assistant III (Finance Related) / SG 9	Completion of 2 Years in College	4 hours of Relevant Training (Finance Related)	1 Year Relevant Experience (Finance Related)	Career Service (Sub-professional) 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