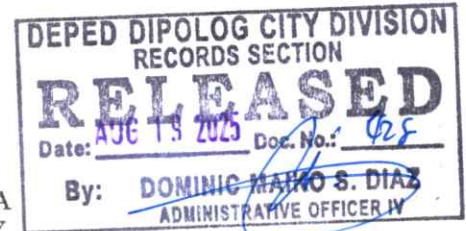




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum
 No. 428, s. 2025

August 19, 2025

CALL FOR APPLICATIONS FOR RELATED 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
Related Teaching	Guidance Counselor I	OSEC-DECSB-GUIDC1-570005-2008
	Guidance Counselor II	OSEC-DECSB-GUIDC2-570100-2007
		OSEC-DECSB-GUIDC2-570019-2016
		OSEC-DECSB-GUIDC2-570020-2016
		OSEC-DECSB-GUIDC2-570021-2016
		OSEC-DECSB-GUIDC2-570022-2016
Non-Teaching	Education Program Specialist II	OSEC-DECSB-EPS2-570078-2014
	Medical Officer III	OSEC-DECSB-MDOF3-570003-2017
	Administrative Assistant III (Finance Related)	OSEC-DECSB-ADAS3-570046-2014
		OSEC-DECSB-ADAS3-570011-2018
		OSEC-DECSB-ADAS3-570020-2018
		OSEC-DECSB-SRBK-570016-2007
		OSEC-DECSB-ADAS3-570022-2018
		OSEC-DECSB-ADAS3-570013-2018
		OSEC-DECSB-ADAS3-570074-2017
		OSEC-DECSB-ADAS3-570045-2014
		OSEC-DECSB-ADAS3-570035-2004
	Administrative Assistant II (Finance Related)	OSEC-DECSB-ADAS2-570039-2014
	Administrative Aide VI	OSEC-DECSB-ADAS2-570009-2016
		OSEC-DECSB-ADAS2-570012-2016
	Administrative Aide I	OSEC-DECSB-ADA6-5700178-2014
		OSEC-DECSB-ADA6-5700078-2014
		OSEC-DECSB-ADA6-5700073-2014
		OSEC-DECSB-ADA1-570149-2004

This ranking is open to all applicants regardless of gender, civil status, sexual orientation, disability, religion, ethnicity or political affiliation provided they meet the minimum requirement.



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Aspiring applicants must first Register Online using their Google Mail (GMAIL) at this link:
<https://bit.ly/45mKsOL>

Submit the pertinent documents to Personnel Officer, Love L. Ricafort thru the Records Section not later than **August 29, 2025**, until **5:00** in the afternoon. Download and affirm the **Checklist of Requirements** for the authenticity and veracity of the documents to be submitted.

To facilitate efficient processing, please ensure that all documents are sequenced and tabbed. Additional documents are welcome **only within the deadline** to be included in the review.

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

Positions	References
Related Teaching	DepEd Order No. 007, s. 2023
Non-Teaching	

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)
Guidance Counselor I SG 11 Guidance Counselor II SG 12	Master's Degree in Guidance Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	With Physical, Intellectual, Emotional, Social and Moral Aspects
Education Program Specialist II SG 16	Bachelor's Degree in Education or Its Equivalent	4 Hours of Relevant Training	2 Years Experience in Education, Research, Development, Implementation, Or Other Relevant Experience	RA 1080, Career Service (Professional) Appropriate Eligibility for Second Level Position	Related Teaching
Medical Officer III SG 21	Doctor of Medicine	4 Hours of Relevant Training	At least 1 Year of Relevant Experience in the Practice of Medicine	RA 1080	Medical Knowledge
Administrative Assistant III SG 9	Completion of 2 Years in College (Prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	4 Hours of Relevant Training	1 Years Relevant Experience (Finance Related)	Career Service (Subprofessional) First Level Eligibility	Computer Literate
Administrative Assistant II SG 8	Completion of 2 Years in College (Prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	4 Hours of Relevant Training	1 Years Relevant Experience (Finance Related)	Career Service (Subprofessional) First Level Eligibility	Computer Literate
Administrative Aide VI SG 6	Completion of 2 Years of Studies in College (Prior to 2018) Or High School Graduate with Relevant	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Computer Literate



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QUALIFICATION STANDARD					
Position and Salary Grade	Education	Training	Experience	Eligibility	Competency (if applicable)
	Vocational/Trade Course (Prior to 2018) Or Completion of Grade 12/Senior High School Under Technical-Vocational-Livelihood Track Or Completion of Grade 10/Junior High School with Relevant Vocational/Trade Course (TESDA NC II) (Starting 2018)				
Administrative Aide I SG 1	Must be Able to Read and Write	None Required	None Required	None Required	Non-Teaching

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

NUR N. HUSSIEN, DM
SOD Chief
In-Charge of Office

For:

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