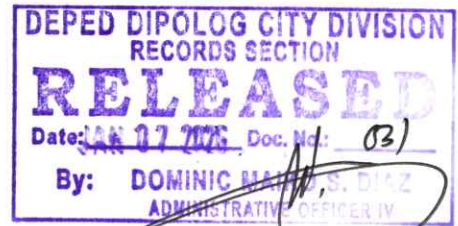




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum
No. 031, s. 2026

January 7, 2026

CALL FOR APPLICATIONS FOR VARIOUS NONTEACHING POSITIONS

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

This office hereby commences the call for applications for the following positions with the schedule set hereunder namely;

Classification/Level	Positions	SALARY GRADE (MONTHLY SALARY)	No. of Item/s	Place of Assignment
Non-teaching	Administrative Assistant III/Senior Bookkeeper	9 (23,226.00)	2	Cogon ES/TBA
Non-teaching	Nurse II	16 (P43,560.00)	1	PUNTA NHS
Non-teaching	Administrative Aide IV	4 (P16,833.00)	1	ZNNHS
Non-teaching	Registrar I	11 (P30,024.00)	1	ZNNHS
Non-teaching	Medical Officer III	21 (P70,013.00)	1	Division Office

Furthermore, this ranking is **open to all applicants regardless of gender, civil status, sexual orientation, gender identity and expression, disability, religion, ethnicity, or political affiliation, provided they meet the minimum requirement.**

Aspiring applicants must first **Register Online** using their **Google Mail (GMAIL)** at the link below:

<https://bit.ly/3KYVaUs>

Address your application letter to the Schools Division Superintendent, **MA. LIZA R. TABILON, EDD, CESO V** and submit the pertinent documents to Personnel Officer LOVE L. RICAFORT thru the Records Section not later than **January 19, 2026, until 5:00 in the afternoon**. Download and affirm the **Checklist of Requirements** for the authenticity and veracity of the documents 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
NONTEACHING POSITIONS	DepEd Order No. 007, s. 2023



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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
ADMINISTRATIVE ASSISTANT III (SR BOOKKEEPER)	Completion of 2 years in college (prior to 2018) or Completion of grade 12/senior high school (starting 2016)	4 hours relevant training	1 year relevant experience (finance-related)	Career Service (Sub-professional) First Level Eligibility	Financial recordkeeping, Financial Reporting and Documentation, Digital Literacy
ADMINISTRATIVE AIDE IV	Completion of 2 years in college (prior to 2018) or Completion of grade 12/senior high school (starting 2016)	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	Written and verbal communication skills; Clerical support; Records and Documents Mgt, Digital Literacy
NURSE II	Bachelor of Science in Nursing	4 hours relevant training	At least 2 years of relevant experience	RA 1080 (Nursing Licensure Exam)	School health program implementation, Clinical and Nursing, Health Education
MEDICAL OFFICER III	Doctor of Medicine	4 hours relevant training	At least 1 year of relevant experience in the practice of Medicine	RA 1080	Medical knowledge, school health program implementation, health education
Registrar I	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (2nd Level Eligibility)	School data management and validation, Digital literacy

Attached in this memorandum are the Job Descriptions of each position.
Schedule of ranking and interview will be announced in a separate memorandum.

For information and widest dissemination of this Memorandum is desired.

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



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ADMINISTRATIVE ASSISTANT III

Financial Records and Reports

1. Ascertains that transaction 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

1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports
2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records

Financial Transactions Recording Procedures

1. 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.
2. Provides inputs for improvement of accounting section
3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

REGISTRAR 1

1. Receives, updates and maintains the records, reports and documents of the school staff and learners;
2. Manage and updates the Learner Information System (LIS);
3. Ensures an efficient process of registration and enrollment;
4. Facilitates the process of releasing records of the school, staff and learners to the necessary institutions;
5. Performs other related functions assigned by supervisor.



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ADMINISTRATIVE AIDE IV

1. Provides clerical and administrative support services for day-to-day operations;
2. Assists in records management, basic administrative transactions, and route documentation under the supervision of the administrative services.

NURSE II

KEY RESULT AREAS

Health Programs and Services

DUTIES AND RESPONSIBILITIES

- ☐ Classroom inspection to detect early signs and symptoms/disability of learners
- ☐ Assists the Medical Officer in his school clinic work such as vital signs taking, RBS monitoring, immunizations etc.
- ☐ Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school
- ☐ Conduct Visual and Auditory Screening, Height and Weight Measurement and Deworming of learners
- ☐ Maintains a functional school clinic
- ☐ Checks on the proper sanitation and healthful living conditions of the school and community
- ☐ Utilize tried and tested medicinal plants for the treatment of common ailments
- ☐ Coordinate with other health personnel, the translation of scientific knowledge to desirable health behaviour
- ☐ Coordinate with the Medical Officer for the provision of needed health facilities, medicine and supplies
- ☐ Prepares and submit needed reports

Nutrition Program and Services

- ☐ Assist in the development, design, implementation, evaluation and monitoring of Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office and submit needed reports
- ☐ Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation



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Linkages

- ☐ Establish/Strengthen linkages between education partners and stakeholders

Special Services

- ☐ Acts as resource person and participate in the information/dissemination on health matters such as classroom lectures, open forum
- ☐ Participate in Sports, Scouting and Other Division/School activities

MEDICAL OFFICER III

KEY RESULT AREAS
Health Program and Services

DUTIES AND RESPONSIBILITIES

- ☐ Plans and formulates policies strategies and guidelines on Health and Nutrition Programs of the Schools Division Office
- ☐ Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners
- ☐ Prepares and submits periodic reports of accomplishments

Nutrition Program Service

- ☐ Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office
- ☐ Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office
- ☐ Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation

Partnership

- ☐ Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on Dep ED Established Standards for Health and Nutrition Programs