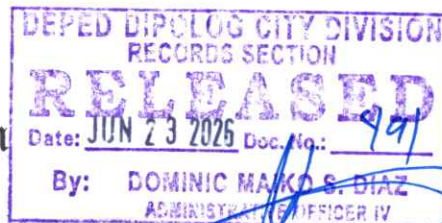




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



Division Memorandum
 No. 491, s. 2026

June 22, 2026

CALL FOR APPLICATIONS FOR SCHOOL ADMINISTRATION, RELATED-TEACHING AND 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
School Administration	School Principal I	19 (P59, 153.00)	1	TBA
Non-teaching	Project Development Officer I	11 (P31, 705.00)	4	Cogon NHS, Punta NHS, Galas NHS, ZNNHS-Turno
Non-teaching	Medical Officer III	21 (P73,303.00)	1	Division Office
Related-teaching	Guidance Counselor II	12 (P33, 947)	5	TBA
	Guidance Counselor I	11 (P31, 705)	1	

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/4eFCHqI>

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 **June 30, 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
SCHOOL ADMINISTRATION, RELATED-TEACHING AND NONTEACHING POSITIONS	DepEd Order No. 007, s. 2023





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SCHOOLS DIVISION OF DIPOLOG CITY

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
SCHOOL PRINCIPAL I (SG 19)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum pedagogy, school management and operations, instructional leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	Instructional Leadership, School-based management and governance, monitoring, evaluation and technical assistance
PROJECT DEVELOPMENT OFFICER I (SG 11)	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	Written and verbal communication skills; Clerical support; Records and Documents Mgt, Digital Literacy
MEDICAL OFFICER III (SG 21)	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
GUIDANCE COUNSELOR II (SG12) AND I (SG11)	Master's degree in Guidance Counseling	None Required	None Required	RA 1080 (RGC)	Counseling and Case management; Career guidance and development

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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PROJECT DEVELOPMENT OFFICER I

Program Management and Implementation

1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the school head.
2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School Plans.

Program Coordination and Partnerships

1. Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects and activities.
2. Assist in mobilizing the support of the School community and other stakeholders in implementing the programs.
3. Prepare communications and correspondence to the concerned School stakeholders.

Advocacy

1. Disseminate advocacy resource materials to increase the awareness and understanding of the school community on the programs.

Secondary Duties

1. As may be assigned by the Supervisor

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



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REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

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

ADMINISTRATIVE ASSISTANT III

KEY RESULT AREAS

Financial Records and Reports

DUTIES AND RESPONSIBILITIES

1. Ascertains that transaction have been properly recorded in the books.
2. Verify financial statements made by subordinate, verify the journal voucher
3. Prepare 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 update 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