

# VACANCY ANNOUNCEMENT

<b>BUREAU/SERVICE:</b>	Department of Education – Region IX
<b>DIVISION/UNIT:</b>	Division of Zamboanga Sibugay – DAWA-DAWA NHS, ALICIA DISTRICT

## POSITION PROFILE

<b>POSITION: ADMINISTRATIVE OFFICER II</b>	<b>Salary Grade: 11</b> <b>Monthly Salary: ₱27,000.00</b>
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<b>Item No.:</b> ADOF2-570039-2023	<b>Other Incentives/Bonuses:</b> <ul style="list-style-type: none"> <li>Monthly Economic Relief Allowance</li> <li>Mid-year bonus</li> <li>Productivity Enhancement Incentive</li> <li>Clothing Allowance</li> <li>Cash Gift</li> <li>Year-end bonus</li> </ul>
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## JOB DESCRIPTION

This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school.

## QUALIFICATIONS

Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service Professional (Second Level Eligibility)

### APPLICATION PROCEDURE

1. **Submit** the following documentary requirements to the Personnel Section through the Records Section or send all their scanned pertinent documents through [personnel.zambosibugay@deped.gov.ph](mailto:personnel.zambosibugay@deped.gov.ph) on or before November 7, 2023 (Tuesday):
  - a. Letter of Intent (addressed to **Virgilio P. Batan, Jr., CESO VI**, Schools Division Superintendent).  
**Kindly include the position with the corresponding school/office, you are applying for.**
  - b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. You may download these forms at <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
  - c. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility)  
**or Copy of PRC License with Documentary Stamp (for relevant position/s).**
  - d. Photocopy of the **latest** Transcript of Records
  - e. Photocopy of the **3 Performance ratings** for the **last 3 rating periods**
  - f. Certificates of **relevant trainings** and **seminars** attended,
  - g. Certificates of outstanding accomplishments (**Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker**).

**NOTE: INCOMPLETE AND LATE SUBMISSION OF DOCUMENTS WILL NOT BE GIVEN FAVORABLE ACTION**

The Department of Education-Zamboanga Sibugay adheres to the existing general policy of no discrimination based on gender, civil status, disability, religion, ethnicity or political affiliation.

*\* Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.*

*\*\* If the link does not redirect you to the online application form, please type the address manually.*