

VACANCY ANNOUNCEMENT

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| BUREAU/SERVICE: | Department of Education – Region IX |
| DIVISION/UNIT: | Division of Zamboanga Sibugay – KASIGPITAN NHS, TALUSAN DISTRICT |

POSITION PROFILE

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| POSITION: ADMINISTRATIVE OFFICER II | Salary Grade: 11 Monthly Salary: ₱27,000.00 |
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| Item No.: ADOF2-570042-2023 | Other Incentives/Bonuses: <ul style="list-style-type: none"> Monthly Economic Relief Allowance Mid-year bonus Productivity Enhancement Incentive Clothing Allowance Cash Gift Year-end bonus |
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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

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| 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 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.*