

VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Department of Education – Region IX
DIVISION/UNIT:	Division of Zamboanga Sibugay – SANTA FE ES, TITAY DISTRICT

POSITION PROFILE

POSITION: ADMINISTRATIVE OFFICER II	Salary Grade: 11 Monthly Salary: ₱27,000.00
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Item No.: ADOF2-570038-2023	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

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.*