



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

6/9/22
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Division Memorandum
No. 119, s. 2022

June 09, 2022

TO : Chiefs of Functional Divisions
Public Schools District Supervisors
Division Office Personnel
Other Personnel Concerned
This Division

ANNOUNCEMENT OF VACANT POSITIONS IN DEPED PAGADIAN CITY DIVISION

1. DepEd, Pagadian City Division, San Jose District, Pagadian City invites qualified applicants for vacant positions stipulated below, to wit:

ADMINISTRATIVE AIDE-IV SG-4 (Php 14,993.00) with item number OSEC-DECSB-ADA4-570090-2004 of Zamboanga del Sur National High School.

CSC Prescribed Qualifications:

Education : at least 2 years in College
Experience : None Required
Training : None Required
Eligibility : Career Service Sub-Professional(First Level Eligibility)

ADMINISTRATIVE OFFICER-IV SG-15 (Php 35,097.00) with item number OSEC-DECSB-ADOF4-570025-2004 of Zamboanga del Sur National High School.

CSC Prescribed Qualifications:

Education : Bachelor's Degree
Experience : 1 year relevant Experience
Training : 8 hours of relevant training
Eligibility : Career Service Professional(Second Level Eligibility)

2. The ranking criterion for this position will be pursuant to DepEd, Order 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching Related Teaching and Non-teaching positions;

2. Interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation, provided they meet the minimum requirement of the position are requested to submit personally the following requirements in 1 folder 1 copy per requirements at the Personnel Section or scanned copy through the official email hrm.pagadian@deped.gov.ph on or before June 19, 2022;

- a. Letter of intent(addressed to the Head of Office), please include the position and its item number number with the corresponding station you are applying for;
- b. Fully accomplished Personal Data Sheet (CS Form No. 212 revised 2017);
- c. Authenticated copy of CSC eligibility, PRC eligibility and any other related eligibility;
- d. School authenticated copy of Transcript of Records;
- e. Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable;