



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

Division Memorandum  
No. \_\_\_\_\_, s. 2022

July 14, 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 Assistant II (Php 18,998.00) with item number OSEC-DECSB-ADAS2-570029-2014 for the Division Office.**

CSC Prescribed Qualifications:

Education : 2 years in College  
Experience : 1 year as relevant experience  
Training : 4 hours of Relevant Training  
Eligibility : CS Sub-prof.

**Head Teacher V (Php 45,203.00) with item number OSEC-DECSB-HTEACH5-570005-2015 for Zamboanga del Sur NHS.**

CSC Prescribed Qualifications:

Education : BSED with 18 MA units with appropriate field of specialization  
Experience : Head Teacher for 4 years or MT for 3 years  
Training : 24 hours of Relevant Training  
Eligibility : RA. 1080

**Head Teacher III (Php 38,150.00) with item number OSEC-DECSB-HTEACH3-570589-1998, for Elementary.**

CSC Prescribed Qualifications:

Education : BSED with 18 MA units with appropriate field of specialization  
Experience : Head Teacher for 2 years  
Training : 24 hours of Relevant Training  
Eligibility : RA. 1080

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 and DepEd, Order 42, s. 2007 "Revised Guidelines on Selection, Promotion and Designation of School Heads";

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](mailto:hrm.pagadian@deped.gov.ph) on or before July 24, 2022;

- 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;
- Fully accomplished Personal Data Sheet (CS Form No. 212 revised 2017);
- Authenticated copy of CSC eligibility, PRC eligibility and any other related eligibility;
- School authenticated copy of Transcript of Records;

CARLOS/Vacant Positions  
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- e. Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
- f. Photocopy of the Performance Ratings from previous or present employment for the the last 3 years;
- g. Photocopy of latest appointment (if applicable)
- h. Authenticated copy of Trainings and other outstanding accomplishments.

3. Please be informed that late submission of applications and lack of documentary requirements after the deadline will not be entertained by this Office.

For information and wide dissemination.

*Liza R. Tabilon*  
**MA. LIZA R. TABILON, EdD, CESO-V**  
Schools Division Superintendent