



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



Division Memorandum
 No. 246, s. 2022

November 03, 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:

Public Schools District Supervisor (Php 69,963.00) with item number OSEC-DECSB-PSDS-570044-2014 for the Division Office.

CSC Prescribed Qualifications:

Education : Master's Degree in Education or other relevant Master's Degree
 Experience : 5 years cumulative experience in instruction supervision & school management
 Training : 16 hours of Relevant Training
 Eligibility : R.A. 1080 (T)

Administrative Officer IV(Cashier) (Php 35,097.00) with item number OSEC-DECSB-ADOF4-570006-2014 for the Division Office.

CSC Prescribed Qualifications:

Education : Bachelor's Degree
 Experience : 1 year relevant training
 Training : 4 hours of Relevant Training
 Eligibility : CS Prof or 2nd Level Eligibility

Administrative Officer II (Php 25,439.00) – 18 items for Elementary Schools & 1 item for Kagawasan Integrated School.

CSC Prescribed Qualifications:

Education : Bachelor's Degree
 Experience : None Required
 Training : None Required
 Eligibility : CS Prof or 2nd 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 and DepEd, Order 42, s. 2007 "Revised Guidelines on Selection, Promotion and Designation of School Heads";

3. 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 November 13, 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);

Solrac/Vacant Positions

HRMO-_____/November 03, 2022



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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- 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;
 - 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.
4. 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.


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

Solrac/Vacant Positions
HRMO-_____/November 03, 2022



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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