



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

11/10/22

Division Memorandum
No. 264, s. 2022

November 10, 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:

Head Teacher V (Php 46,725.00) with item number OSEC-HTEACH5-570009-2018 for Pagadian City National High School.

CSC Prescribed Qualifications:

Education : BSED with 18 MA units
Experience : HT for 4 years or MT for 3 years
Training : 24 hours of Relevant Training
Eligibility : RA. 1080 (T)

Head Teacher III (Php 39,672.00) with item number OSEC-HTEACH3-570017-2021 for Elementary.

CSC Prescribed Qualifications:

Education : BEED with 18 MA units
Experience : HT for 2 years
Training : 24 hours of Relevant Training
Eligibility : RA. 1080 (T)

Administrative Officer-II (Php 27,000.00) with item number OSEC-ADOF2-570143-2021 for Sta. Lucia Central Elem. School.

CSC Prescribed Qualifications:

Education : Bachelor's Degree
Experience : none required
Training : none required
Eligibility : CS Prof or 2nd Level Eligibility

Administrative Assistant-II (Php 19,744.00) with item number OSEC-ADAS2-570041-2017 for Tuburan Central Elem. School.

CSC Prescribed Qualifications:

Education : 2 years completion in college
Experience : 1 year of relevant experience
Training : 8 hours of relevant training
Eligibility : CS Sub Prof

2. The ranking criterion for this position will be pursuant to DepEd, Order 07, s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education",

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

Solrac/Vacant Positions
HRMO-____/November 10, 2023



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

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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 20, 2023;

- 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;
- f. Photocopy of the Present Performance Rating;
- 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.

MA. COLLEEN L. EMORICHA, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Solrac/Vacant Positions

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