



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

RELEASED  
 5/14/24  
 [Signature]

Division Memorandum  
 No. 155, s. 2024

May 14, 2024

TO :

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

**CALL FOR APPLICATIONS FOR MASTER TEACHER I, ADMINISTRATIVE OFFICER II, TEACHER-III AND TEACHER-II POSITIONS**

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

**Master Teacher I (SG-18 – Basic Salary Php 46,725.00) with item number OSEC-DECSB-MTCHR1-570019-2015 for Zamboanga del Sur School of Arts and Trades.**

CSC Prescribed Qualifications:

Education : BSED with 18 M.A. units  
 Experience : 3 years of relevant experience  
 Training : none required  
 Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher for H.E. and provide technical assistance to co-teachers to improve their competencies, etc...

**Teacher III (SG-13 – Basic Salary Php 31,320.00) with item number OSEC-DECSB-TCH3-573296-1998 for Elementary.**

CSC Prescribed Qualifications:

Education : BEED  
 Experience : 2 years relevant experience  
 Training : none required  
 Eligibility : RA 1080 (Teacher)

Job Description : Classroom Teacher, etc...

**Teacher II (SG-12 – Basic Salary Php 29,165.00) with item number OSEC-DECSB-TCH2-570345-2012 for Pag. City Nat'l. Comprehensive High School.**

CSC Prescribed Qualifications:

Education : BSED  
 Experience : 1 year relevant experience  
 Training : none required  
 Eligibility : RA 1080 (Teacher)

Job Description : Classroom Teacher, etc...

**Administrative Officer-II (SG-11 – Basic Salary Php 27,000.00) with item number OSEC-DECSB-ADOF2-570139-2021 for Elementary.**

Solrac/Vacant Positions  
 HRMO-\_\_\_\_\_/May 14, 2024



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

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CSC Prescribed Qualifications:

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

Job Description : Administrative task in the elementary school...

2. The ranking criterion for this positions 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 MEC, Order 10, s. 1979 "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" and DepEd, Order 7, s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education";

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](mailto:hrm.pagadian@deped.gov.ph) on or before **May 24, 2024**;

- a. Letter of intent (addressed to the Head of Office), please include the position and its item number with the corresponding station you are applying for;
- b. Fully accomplished Personal Data Sheet duly signed by the person administering oath with recent passport-sized picture (CS Form No. 212, revised 2017) and work experience which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- 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 last 3 years;
- g. Photocopy of latest appointment (if applicable)
- h. Authenticated copy of trainings, recognition and other outstanding accomplishments
- i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of latest issuance of appointment.
- j. Application documents should be tab accordingly
- k. Applicants are expected to:
  - Bring all original documents for verification purposes
  - Submit one set of documents for every position he/she is applying for; and
  - Submit pending requirements on or before the deadline of applications.

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.

**LOURMA I. POCULAN, CESO VI**  
OIC-Schools Division Superintendent

Solrac/Vacant Positions  
HRMO-\_\_\_\_/May 14, 2024



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