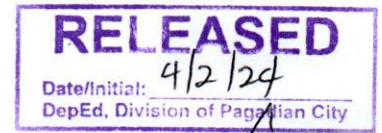




Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**



Division Memorandum  
No. 114, s. 2024

April 02, 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 ASSISTANT III AND TEACHER-III 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 : 24 hours of relevant training  
Eligibility : RA 1080 (Teacher)

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

**Administrative Assistant III (SG-09 – Basic Salary Php 21,211.00) with item number OSEC-DECSB-ADAS3-570039-2004 for Zamboanga del Sur NHS.**

CSC Prescribed Qualifications:

Education : 2 years completion in college  
Experience : 1 year relevant experience  
Training : 8 hours of relevant training  
Eligibility : CS-Sub. Prof. or 1<sup>st</sup> Level Eligibility

Job Description : Provide bookkeeping financial services in the school, etc...

**Teacher III (SG-13 – Basic Salary Php 31,320.00) with item number OSEC-DECSB-TCH3-570676-2022 for Elementary.**

CSC Prescribed Qualifications:

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

Job Description : Classroom Teacher, etc...

Solrac/Vacant Positions  
HRMO-\_\_\_\_\_/April 02, 2024



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

[deped.pagadian.org](http://deped.pagadian.org)



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[pagadian.city@deped.gov.ph](mailto:pagadian.city@deped.gov.ph)



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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", 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 **April 12, 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-\_\_\_\_\_/April 02, 2024



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

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