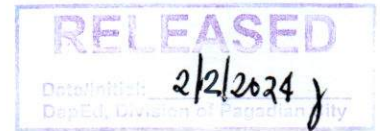




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



Division Memorandum
No. 41, s. 2024

February 01, 2024

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

**CALL FOR APPLICATIONS FOR ADMINISTRATIVE OFFICER-I, ADMINISTRATIVE ASSISTANT-II,
ADMINISTRATIVE ASSISTANT-I AND ADMINISTRATIVE AIDE-VI**

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

Administrative Officer I (Php 23,176.00) with item number OSEC-DECSB-ADOF1-570029-2004 for ZSNHS .

CSC Prescribed Qualifications:

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

Administrative Assistant II (Php 19,744.00) with item number OSEC-DECSB-ADAS2-570030-2018 for ZSNHS and OSEC-DECSB-ADAS2-570029-2014 for the Division Office proper.

CSC Prescribed Qualifications:

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

Administrative Assistant I (Php 18,620.00) with item number OSEC-DECSB-ADAS1-570031-2014 for the Division Office proper.

CSC Prescribed Qualifications:

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

Administrative Aide VI (Php 17,553.00) with item number OSEC-DECSB-ADA6-570033-2014 and OSEC-DECSB-ADA6-570037-2014 for the Division Office proper.

CSC Prescribed Qualifications:

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

Solrac/Vacant Positions
HRMO-____/February 01, 2024



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

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2. The ranking criterion for this position will be pursuant to DepEd, Order 7, 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 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 February 11, 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 (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 Performance Ratings from previous or present employment for the last 3 years;
- g. Photocopy of latest appointment (if applicable)
- h. Authenticated copy of Trainings and other outstanding accomplishments
- i. Others

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.

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

Solrac/Vacant Positions
HRMO-_____/February 01, 2024



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

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