



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

RELEASED
 Date/Initial: 2/26/24
 DepEd, Division of Pagadian City

Division Memorandum
 No. 01, s. 2024

February 26, 2024

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

CALL FOR APPLICATIONS FOR DISBURSING OFFICER-II AND TEACHER-II POSITIONS FOR ELEMENTARY

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

Disbursing Officer II (Php 19,744.00) with item number OSEC-DECSB-DO2-570036-2011 for Lala National High School.

CSC Prescribed Qualifications:
 Education : 2 years completion in college
 Experience : 1 year relevant experience
 Training : 4 hours of relevant training
 Eligibility : C.S. Sub. Prof or 1st Level Eligibility

Teacher II (Php 29,165.00) with item number OSEC-DECSB-TCH2-573230-1998, OSEC-DECSB-TCH2-573275-1998, OSEC-DECSB-TCH2-573223-1998, OSEC-DECSB-TCH2-573277-1998, OSEC-DECSB-TCH2-573260-1998, OSEC-DECSB-TCH2-570074-2015, OSEC-DECSB-TCH2-570026-2018, OSEC-DECSB-TCH2-573213-1998, OSEC-DECSB-TCH2-570343-2012 for Elementary Schools.

CSC Prescribed Qualifications:
 Education : Bachelor in Elem. Education (BEED)
 Experience : 1 year relevant experience
 Training : none required
 Eligibility : R.A. 1080 (T)

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 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 on or before March 07, 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;

Solrac/Vacant Positions
 HRMO-____/February 26, 2024



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

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- 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

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
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