



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

**RELEASED**

Date/Initial: 1/21/25  
 DepEd, Division of Pagadian City

Division Memorandum

No. 16, s. 2025

January 17, 2025

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

**CALL FOR APPLICATIONS FOR TEACHER II, TEACHER-III and ADMINISTRATIVE AIDE-VI POSITIONS**

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

**Teacher III (SG-13 – Basic Salary Php 32,870.00) with item number OSEC-DECSB-TCH3-573409-1998, OSEC-DECSB-TCH3-570171-2015 for Elementary.**

CSC Prescribed Qualifications:

Education : Bachelor's Degree in Elem. Education  
 Experience : 2 years relevant experience  
 Training : none required  
 Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

**Teacher III (SG-13 – Basic Salary Php 32,870.00) with item number OSEC-DECSB-TCH3-570075-2015 for ZSSAT.**

CSC Prescribed Qualifications:

Education : Bachelor's Degree in Sec. Education  
 Experience : 2 years relevant experience  
 Training : none required  
 Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

**Teacher II (SG-12 – Basic Salary Php 30,705.00) with item number OSEC-DECSB-TCH2-573217-1998 and OSEC-DECSB-TCH2-573246-1998 for Elementary.**

CSC Prescribed Qualifications:

Education : Bachelor's Degree in Elem. Education  
 Experience : 1 year relevant experience  
 Training : none required  
 Eligibility : RA 1080 (Teacher)

Job Description : Classroom teacher, etc...

Solrac/Vacant Positions

HRMO-\_\_\_\_/January 17, 2025



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



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**Administrative Aide VI (SG-6 – Basic Salary Php 18,255.00) with item number OSEC-DECSB-ADA6-570036-2014 in the Division Office.**

CSC Prescribed Qualifications:

Education	: 2 years completion in college
Experience	: none required
Training	: none required
Eligibility	: CS Sub. Prof or 1 <sup>st</sup> level eligibility
Job Description	: Clerical, etc...

2. The ranking criterion for these 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 07, 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 **January 27, 2025**;

- 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.

Solrac/Vacant Positions  
HRMO-\_\_\_\_/January 17, 2025



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

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4. Please be informed that late submission of applications and lack of documentary requirements after the deadline will not be entertained by this Office.
5. Please refer to Annex A for the timeline of activities and Annex B published vacant items.  
  
For information and wide dissemination.

**DANNBY B. CORDOVA, EdD, CESO V**  
Schools Division Superintendent

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