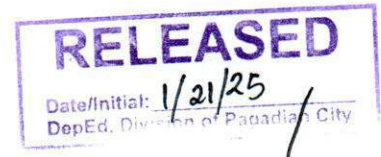




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



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

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 1st 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 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
- 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



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

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

Solrac/Vacant Positions
HRMO-_____/January 17, 2025



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

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

Annex A

SCHEDULE OF ACTIVITIES FOR THE COMPARATIVE ASSESSMENT AS PER DM NO. 16, SERIES 2025

ACTIVITY/TASK	DATE
Publication Period as per DM No. 16, s. 2025	January 17, 2025 – January 27, 2025 (Holiday)
Last Day of Acceptance of Applications	January 28, 2025 (Tuesday)
Individual Evaluation Result (IER)	February 5, 2025
Submission of Pertinent Papers to the HRMPSB/Document Evaluator	February 5, 2025
Orientation of Applicants (ADA-VI)	February 10, 2025
Skills Test & Online Written Exam (ADA-VI)	February 11, 2025
Return of Applications with IEF to the Secretariat	February 12, 2025
Documents Validation, BEI & Final Deliberation	February 14, 2025

ACTIVITY/TASK (TII, TMI)	DATE
Publication Period as per DM No. 16, s. 2025	January 17, 2025 – January 27, 2025 (Holiday)
Last Day of Acceptance of Applications	January 28, 2025 (Tuesday)
Submission of Documents to PSDS In-Charge	February 3, 2025
Return of Applications with IEF to the Secretariat	February 5, 2025
Final Deliberation	February 7, 2025

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HRMPSB/Annex A & B as per DM No. 16 s. 2025
 January 21, 2025



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Department of Education
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DIVISION OF PAGADIAN CITY

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

Annex B

VACANT ITEMS PUBLISHED UNDER DIVISION MEMORANDUM NO. 16, SERIES 2025

DIVISION MEMORANDUM NO.	ITEM NUMBER	STATION
Division Memorandum No. 16, s. 2025 dated January 17, 2025	TEACHER-III <i>West District – 004</i> 1. OSEC-DECSB-TCH3-573409-1998 VICE MEMIS, MAE NELLY NAVARRO 2. OSEC-DECSB-TCH3-570171 SANCHEZ, SONIALYN LUMBAY	ELEMENTARY
	TEACHER-III 1. OSEC-DECSB-TCH3-570075-2015 VICE AMACANIN, LEONITA OYOG	ZSSAT
	TEACHER-II <i>South District – 003</i> 1. OSEC-DECSB-TCH2-573246 VICE RODA, GENETH MAGSAYO <i>North District – 005</i> 1. OSEC-DECSB-TCH2-573217-1998 VICE REGALADO, ELEONOR ANOTA	ELEMENTARY
	ADMINISTRATIVE AIDE-VI 1. OSEC-DECSB-ADA6-570036-2014 VICE ABDON, EMILY APDUHAN	DIVISION OFFICE
Reclassification of Various Positions	MASTER TEACHER 1. Catipay, Geraldine R. (Reclassification for Master Teacher-II)	SECONDARY

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HRMPSB/Annex A & B as per DM No. 16 s. 2025
January 21, 2025



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