



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



Division Memorandum
No. 245, s. 2025

September 11, 2025

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

CALL FOR APPLICATIONS FOR MASTER TEACHER-I, TEACHER-III, TEACHER-II, EDUCATION PROGRAM SPECIALIST-II, ADMINISTRATIVE OFFICER-IV, ADMINISTRATIVE OFFICER-II, LEGAL ASSISTANT-I, ADMINISTRATIVE ASSISTANT-III, ADMINISTRATIVE ASSISTANT-II, ADMINISTRATIVE AIDE-VI POSITIONS

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

Administrative Assistant II (SG-08 – Basic Salary Php 21,448.00) with item number OSEC-DECSB-ADAS2-570030-2014 and OSEC-DECSB-ADAS2-570029-2014 in the Division Office.

CSC Prescribed Qualifications:

Education : 2 years completion in college
Experience : 1 year relevant experience
Training : 4 hours of relevant training
Eligibility : CS Sub. Prof.

Job Description : Clerical works in the Division Office, etc...

Administrative Aide VI (SG-06 – Basic Salary Php 18,957.00) with item number OSEC-DECSB-ADA6-570037-2004, OSEC-DECSB-ADA6-570032-2014, OSEC-DECSB-ADA6-570035-2014, OSEC-DECSB-ADA6-570037-2014, in the Division Office.

CSC Prescribed Qualifications:

Education : 2 years completion in college
Experience : none required
Training : none required
Eligibility : CS Sub. Prof.

Job Description : Clerical works in the Division Office, etc...

Administrative Assistant III (SG-09 – Basic Salary Php 23,226.00) with item number OSEC-DECSB-ADAS3-570045-2018 in the Division Office.

CSC Prescribed Qualifications:

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

Job Description : Clerical works in the Division Office, etc...





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Administrative Officer II (SG-11 – Basic Salary Php 30,024.00) with item number OSEC-DECSB-ADOF2-570338-2025 in the Division Office.

CSC Prescribed Qualifications:

Education : Bachelor's Degree
Experience : none required
Training : none required
Eligibility : CS Prof. or 2nd level eligibility

Job Description : Provide assistance in the planned activities of the Procurement Unit...

Legal Assistant I (SG-10 – Basic Salary Php 25,586.00) with item number OSEC-DECSB-LEA1-570005-2025 in the Division Office.

CSC Prescribed Qualifications:

Education : Bachelor's Degree
Experience : none required
Training : none required
Eligibility : CS Prof. or 2nd level eligibility

Job Description : Provides clerical, legal and administrative assistant to the Attorney-III

Administrative Officer IV (SG-15 – Basic Salary Php 40,208.00) with item number OSEC-DECSB-ADOF4-570006-2025 in the Division Office.

CSC Prescribed Qualifications:

Education : Bachelor's Degree
Experience : 1 year relevant experience
Training : 4 hours of relevant training
Eligibility : CS Prof. or 2nd level eligibility

Job Description : Oversees and manages the full procurement cycle in the SDO...

Education Program Specialist II (SG-16 – Basic Salary Php 43,560.00) with item number OSEC-DECSB-EPS2-570047-2014 in the Division Office.

CSC Prescribed Qualifications:

Education : Bachelor's Degree in Education or its equivalent
Experience : 2 years experience in education, research, development, Implementation or other relevant experience
Training : 4 hours of relevant training
Eligibility : CS Prof. or 2nd level eligibility

Job Description : EPS-2 for Alternative Learning System(ALS),etc....

Master Teacher I (SG-18 – Basic Salary Php 51,304.00) with item number OSEC-DECSB-MTCHR1-570004-2014 in Elementary

CSC Prescribed Qualifications:

Education : Master's degree in Education or Educational Leadership, or Educational Management, or relevant subject or learning area
Experience : 5 years experience teaching experience





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Training : 24 hours of relevant training
Eligibility : RA 1080, as amended (Teacher-Elementary/Secondary)

Job Description : Classroom teacher, etc...

Teacher II (SG-12 – Basic Salary Php 32,245.00) with item number OSEC-DECSB-TCH2-570875-2017, OSEC-DECSB-TCH2-573278-1998, OSEC-DECSB-TCH2-573230-1998 in the Elementary.

CSC Prescribed Qualifications:

Education : Bachelor's degree in Education
Experience : 1 year teaching experience
Training : 8 hours of relevant training
Eligibility : RA 1080, as amended (Teacher-Elementary/Secondary)

Job Description : Classroom teacher, etc....

Teacher II (SG-12 – Basic Salary Php 32,245.00) with item number OSEC-DECSB-TCH2-570029-2023 for Napolan NHS.

CSC Prescribed Qualifications:

Education : Bachelor's degree in Education
Experience : 1 year teaching experience
Training : 8 hours of relevant training
Eligibility : RA 1080, as amended (Teacher-Secondary)

Job Description : Classroom teacher, etc....

Teacher II (SG-12 – Basic Salary Php 32,245.00) with item number OSEC-DECSB-TCH2-570430-2016 for Senior High School

CSC Prescribed Qualifications:

Education : Bachelor's degree in with a major in the relevant strand/subject plus
18 professional units in Education
Experience : 1 year experience in teaching or industry work in relevant strand/
subject
Training : 8 hours of relevant training
Eligibility : RA 1080, as amended (Teacher-Secondary)

Job Description : Classroom teacher, etc....

Teacher III (SG-13 – Basic Salary Php 32,245.00) with item number OSEC-DECSB-TCH3-570519-2021 for Sta. Lucia NHS

CSC Prescribed Qualifications:

Education : Bachelor's degree in Education
Experience : 1 year teaching experience
Training : 8 hours of relevant training
Eligibility : RA 1080, as amended (Teacher-Secondary)

Job Description : Classroom teacher, etc....





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Teacher III (SG-13 – Basic Salary Php 32,245.00) with item number OSEC-DECSB-573341-1998, OSEC-DECSB-TCH3-570662-2020, OSEC-DECSB-TCH3-571608-2020, OSEC-DECSB-TCH3-570210-2017, OSEC-DECSB-TCH3-570007-2008, OSEC-DECSB-TCH3-573406-1998 in the Elementary.

CSC Prescribed Qualifications:

Education : Bachelor's degree in Education
Experience : 1 year teaching experience
Training : 8 hours of relevant training
Eligibility : RA 1080, as amended (Teacher-Elementary/Secondary)

Job Description : Classroom teacher, etc....

2. The ranking criterion for these positions will be pursuant to DepEd, Order 07, s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education", DepEd, Order 20, 2024 "Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions and DepEd, Order 19, 2025 "Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions.

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 **September 21, 2025**. Online submission of electronic copies of the mandatory application documents enumerated below may be allowed provided that the requisites of Section 7(a) No. 8792 or the "Electronic Commerce Act of 2000, " whenever applicable, are complied with. Online submission is subject to submission of hard copies upon request for purpose of verification.

- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of purpose/expression of interest; and
- b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units / degrees, if applicable;
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA)

National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;

- k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating.
(Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per item 25 of DO 20, 2024. The latest performance



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rating shall cover one (1) year complete performance rating period in the current position;

- I. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C). sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
 - m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.
4. Individuals who failed to submit complete mandatory documents (items A to L) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants.
5. Late submission of applications and lack of documentary requirements after the deadline will not be entertained by this Office.
6. Please refer to Annex A for the timeline of activities and Annex B published vacant items.

For information and wide dissemination.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

