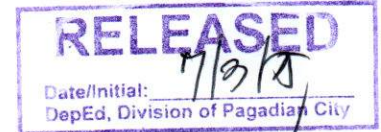




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



Division Memorandum
No. 162, s. 2025

July 01, 2025

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

**CALL FOR APPLICATIONS FOR ADMINISTRATIVE ASSISTANT-II, DISBURSING OFFICER-II,
ADMINISTRATIVE AIDE-VI, ADMINISTRATIVE ASSISTANT-III, ADMINISTRATIVE ASSISTANT-I,
ADMINISTRATIVE OFFICER-II AND ADMINISTRATIVE OFFICER-I 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-ADAS2-570028-2018 for Pag. City NHS, OSEC-DECSB-ADAS2-570026-2016 for Napolan NHS-SHS and OSEC-DECSB-ADAS2-570023-2016 for Tawagan Sur NHS-SHS.

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 school, etc...

Disbursing Officer II (SG-08 – Basic Salary Php 21,448.00) with item number OSEC-DECSB-DO2-570019-2007 for Pag. City NHS.

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 : Disbursing Officer in the school, etc...

Administrative Aide VI (SG-06 – Basic Salary Php 18,957.00) with item number OSEC-DECSB-ADA6-570034-2014, OSEC-DECSB-ADA6-570033-2014 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 HRMO Section, etc...

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

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Administrative Assistant III (SG-09 – Basic Salary Php 23,226.00) with item number OSEC-DECSB-ADAS3-570038-2018, OSEC-DECSB-ADAS3-570036-2018, OSEC-DECSB-ADAS3-570037-2018 in the Division Office and OSEC-DECSB-ADAS3-570031-2017 for Elementary.

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 : Payroll incharge in the Division and
Senior Bookkeeper in the school... etc...

Administrative Assistant I (SG-07 – Basic Salary Php 20,110.00) with item number OSEC-DECSB-ADAS1-570031-2014 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 HRMO Section, etc...

Administrative Officer II (SG-11 – Basic Salary Php 30,024.00) with item number OSEC-DECSB-ADOF2-570800-2022 and OSEC-DECSB-570805-2022 for Elementary.

CSC Prescribed Qualifications:

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

Job Description : School Administrative Officer, etc...

Administrative Officer I (SG-10 – Basic Salary Php 25,586.00) with item number OSEC-DECSB-ADOF1-570031-2004 for ZSSAT.

CSC Prescribed Qualifications:

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

Job Description : School Supply Officer, 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".

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

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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 **July 11, 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 rating shall cover one (1) year complete performance rating period in the current position;
- l. 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. Certification of General Weighted Average (GWA)
- n. 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.

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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 

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