



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



Division Memorandum
No. 127, s. 2025

May 29, 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 AND TEACHER-II POSITIONS

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

Teacher II (SG-12 – Basic Salary Php 32,245.00) with item number OSEC-DECSB-TCH2-573223-1998, OSEC-DECSB-TCH2-570028-2018, OSEC-DECSB-TCH2-573277-1998 for Elementary.

CSC Prescribed Qualifications:

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

Job Description : Classroom teacher, etc...

Administrative Assistant II (SG-08 – Basic Salary Php 21,448.00) with item number OSEC-DECSB-ADAS2-570027-2018 for Pag. City Nat'l. Comprehensive High School.

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 : Non-teaching functions in the School, 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" and DepEd, Order 20, 2024 "Guidelines on the Recruitment, Selection and Appointment to Higher Teaching 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 **June 08, 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:

Solrac/Vacant Positions
HRMO-____/May 29, 2025



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

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- ii. Learning area/subject group they intend to teach, if applicable;
- 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. 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.

For the Schools Division Superintendent

ATTY. THERESE ANGELIE M. CAMACHE

Attorney-III
Officer-In-Charge

Office of the Schools Division Superintendent

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