



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



Division Memorandum  
No. 24, s. 2025

January 30, 2025

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

**CALL FOR APPLICATIONS FOR ADMINISTRATIVE SUPPORT STAFF UNDER  
CONTRACT OF SERVICE POSITIONS**

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

**Administrative Support Staff – Under Contract of Service – Basic Monthly Salary Php 9,108.00) for DUMALIAN ELEM. SCHOOL and LA SUERTE ELEM. SCHOOL.**

CSC Prescribed Qualifications:

Education : At least Senior High School Graduate  
Experience : None Required  
Training : None Required  
Eligibility : None REquired

Job Description : Provide overall administrative and clerical support to the School Head and other personnel in the daily operation of the School.etc...

2. The ranking criterion for these positions will be pursuant to DepEd Memorandum DM-OUHROD-2025-0083 and other related DepEd issuances on hiring under Contract of Service;

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 **February 09, 2025**;

- 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;
- 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)
- Authenticated copy of CSC eligibility, PRC eligibility and any other related eligibility;
- School authenticated copy of Transcript of Records;
- Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
- Photocopy of the Performance Ratings from previous or present employment for the last 3 years;
- Authenticated copy of trainings, recognition and other outstanding accomplishments

Solrac/Vacant Positions  
HRMO-\_\_\_\_/January 30, 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.

For information and wide dissemination.

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

Solrac/Vacant Positions  
HRMO-\_\_\_\_/January 30, 2025



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