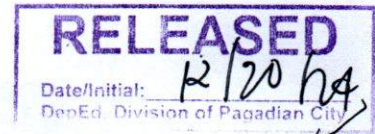




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



Division Memorandum
No. 292, s. 2024

December 20, 2024

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

CALL FOR APPLICATIONS FOR HEAD TEACHER-I POSITION

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

Head Teacher I (SG-14 – Basic Salary Php 35,434.00) with item number OSEC-DECSB-HTEACH1-570037-2014 for Zamboanga del Sur School of Arts and Trades.

CSC Prescribed Qualifications:

- Education : Bachelor's Degree in Sec. Education; or Bachelor's Degree w/ 18 professional education units with appropriate field specialization
- Experience : TIC for 1 year; or Teacher for 3 years
- Training : 24 hours of relevant training
- Eligibility : RA 1080 (Teacher)
- Job Description : Academic head, 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", MEC, Order 10, s. 1979 "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers and DepEd, Order 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching Related Teaching and Non-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 **December 30, 2024**;

- 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
- 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;

Solrac/Vacant Positions
HRMO-_____/December 20, 2024





Republic of the Philippines
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- 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.
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

HIRMO-_____/December 20, 2024



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

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