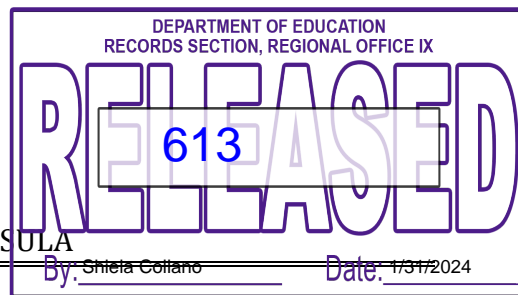




Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX- ZAMBOANGA PENINSULA



Office of the Regional Director

January 29, 2024

REGIONAL MEMORANDUM

No. 059, s. 2024

ANNOUNCEMENT OF VACANT POSITIONS IN DEPED REGIONAL OFFICE

TO : Schools Division Superintendents
 Functional Division Chiefs
 Regional Office Personnel
 This Region

1. DepEd Regional Office IX Proper, Regional Government Center, Balintawak, Pagadian City invites qualified applicants for vacant position listed below, to wit:

Administrative Officer IV(Budget Officer II) (SG-15) (P 36,619.00) with Item # OSEC-DECSB-ADOF4-570013-2004 of the Finance Division.

A. CSC Prescribed Qualifications:

Education	Bachelor's degree relevant to the job
Training	4 hours of relevant training
Experience	1 year relevant experience
Eligibility	Career Service Professional (Second Level Eligibility)

Job Description

Provides support and assistance to the Budget Section of the regional office and implementing units

2. 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 the following documentary requirements in a clean, unmarked brown envelop to the Personnel Section, DepEd RO IX, Government Center, Balintawak, Pagadian City on/or before **February 9, 2024**:

- a. Letter of intent addressed to the Head Office, or to the highest Human Resource Officer designated by the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable.
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Honor graduate eligibility issued by the Civil Service Commission; if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Record(TOR) with computed GWA and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- f. Photocopy of Certificate/s of Training with Training/Program Matrix, if applicable;



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- g.** Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, which ever is/are applicable;
 - h.** Photocopy of latest appointment, if applicable;
 - i.** Photocopy of the Performance Rating with Performance Evaluation Tool in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - j. 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), notarized by authorized official; and**
 - k.** Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i.** Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii.** Photocopy of Performance Rating obtained from the relevant work experience, if Performance rating in Item 20(i) is not relevant to the position filled, if applicable.
3. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this Office and shall not be included in the pool of applicants.
4. This Office will conduct a virtual orientation on DepEd Order No. 007, s. 2023 (Guidelines on the Recruitment, Selection and Appointment (RSA) in the Department of Education), for information and guidance of all concerned. Please check <https://www.facebook.com/DEPEDREGION9> for detailed information.
5. For information and dissemination.

DR. RUTH L. FUENTES, CESO IV
Regional Director

ASD/RMD/pgl/RM
004/January 29, 2024