



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

Office of the Regional Director

ANNOUNCEMENT

**THE DEPARTMENT OF EDUCATION, REGION IX, PAGADIAN CITY
 INVITES QUALIFIED APPLICANTS TO ONE (1) ADMIN SUPPORT II UNDER
 CONTRACT OF SERVICE FOR THE DISASTER PREPAREDNESS AND RESPONSE
 PROGRAM OF THE REGION**

DIVISION/UNIT	HEALTH AND NUTRITION UNIT, EDUCATION SUPPORT SERVICES DIVISION (ESSD)
POSITION PROFILE	
POSITION: ADMINISTRATIVE SUPPORT II UNDER CONTRACT OF SERVICE	Base Salary: 20,000 per month Premium: 2,000 per month
TERMS OF REFERENCE: Provide administrative assistance to the office in the delivery of prompt and quality administrative and financial support in accordance with the Department's policies and procedures	
QUALIFICATIONS:	
Education : Completion of at least two years in college; or Senior High School graduate with relevant specialization	
Training : 8 hours of relevant training	
Experience: 1 year of relevant experience	

APPLICATION PROCEDURE:

1. 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 fastened folder to the Personnel Section, DepEd RO IX, Government Center, Balintawak, Pagadian City on/or before **June 8, 2024**.
 - a. Letter of intent (addressed to the Head of Office)
 - b. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form No. 212 Revised 2017) and work experience which can be downloaded at www.csc.gov.ph;
 - c. Curriculum vitae
 - d. Transcript of Records
 - e. Certificate of employment with duties and responsibilities, Contract of Service or duly signed Service Record, whichever is/are applicable
 - f. Certificates of relevant seminars/trainings attended
 - g. Performance Rating obtained from the relevant work experience
2. Applicants are expected to:
 - a. Bring all original documents for verification purposes.

NOTE: LATE SUBMISSION OF APPLICATIONS AND LACK OF DOCUMENTARY REQUIREMENTS AFTER THE DEADLINE SHALL NOT BE ENTERTAINED BY THIS OFFICE

DATE: May 28, 2024

Digitally signed by Legaspi Ruth Fuentes
 DN: CN=Legaspi Ruth Fuentes, SERIALNUMBER=012BN0045dcS, O=Deped Regional Office Ix, C=PH
 Location:
 Date: 2024.05.29.11:28:14+08'00'



DR. RUTH L. FUENTES, CESO IV
 Regional Director