



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



Office of the Regional Director

November 4, 2025

REGIONAL MEMORANDUM

No. 606, s. 2025

ANNOUNCEMENT OF VACANT POSITION IN DEPED REGIONAL OFFICE

TO : Regional Office Personnel
Chiefs of Functional Divisions
Schools Division Superintendents
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 ASSISTANT I (SG 07) (Php .00) with Item # **OSEC-DECSB-ADAS1-570034-2014** of the Public Affairs Unit, Office of the Regional Director.

A. CSC Prescribed Qualifications:

Education	Completion of two years studies in college
Experience	None required
Training	None required
Eligibility	Career Service Sub-Professional (First Level Eligibility)

B. Preferred Qualifications/Recommended Additional Requirements:

Others	Basic knowledge in graphic design, newsletter layouting, computer operation such as Microsoft Office, Excel, Power point, use of the internet
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C. Job Description

To provide general administrative and clerical support to the Unit Head and staff for the effective and efficient operation of the PAU. To participate in the organization's administrative work group.



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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 **November 14, 2025:**

- 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)(CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable.
- c. Photocopy of valid and updated PRC License/ID
- d. Photocopy of Certificate of Eligibility/Ratings;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Record(TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/s of Training, if applicable;
- 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. Application together with other required documents must be submitted in a folder duly fastened and with tabbing.
- k. 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 under Section 41 of the Republic Act (RA) 10755; and**
- l. 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 incomplete and late submission of mandatory requirements after the deadline shall not be accepted by this Office and shall not be included in the pool of applicants.



region9@deped.gov.ph
(062) 945-3329 | 09482076710 | 09152475207
www.depedro9.info | www.ro9-deped.com
www.facebook.com/DEPEDREGION9
Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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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. All interested and qualified applicants are required to accomplish the Individual Applicant Form to ensure we have your accurate information and details. You can access this form through this link: <https://link.ro9-deped.com/INDIVIDUALAPPLICANTFORM> or by scanning the QR Code provided.



6. For information and dissemination.

Digitally signed by Legaspi Ruth Fuentes
Reason: I am the author of this document
Location:
Date: 2025.11.06 14:44:42+08'00'
RUTH L. FUENTES, CESO III
Regional Director

ASD/RMD/PGL/RM
032/November 4, 2025



region9@depd.gov.ph
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