



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

DEPARTMENT OF EDUCATION
 RECORDS SECTION, REGIONAL OFFICE IX

RELEASED
 8638

By: ROY J. TUBONGBANUA Date: 10/25/2024

Office of the Regional Director

ANNOUNCEMENT:

**THE DEPARTMENT OF EDUCATION, REGION IX, PAGADIAN CITY
 INVITES QUALIFIED APPLICANTS TO (1) TECHNICAL ASSISTANT II UNDER CONTRACT
 OF SERVICE (COS) TO HANDLE SCHOOL MENTAL HEALTH PROGRAM MATTERS (SMHP)**

DIVISION/UNIT	EDUCATION SUPPORT SERVICES DIVISION	
POSITION PROFILE		
POSITION: TECHNICAL ASSISTANT II (CONTRACT OF SERVICE)	Base Salary: 35,000 Premium: 10%	
TERMS OF REFERENCE:		
TECHNICAL ASSISTANT II		
1. Together with the permanent personnel designated as the School Mental Health Program Coordinator, serve as a focal and point person in the Regional Office regarding programs, projects, and activities on mental health in basic education;		
2. Ensure integration and streamlining of mental health policies programs in the region;		
3. Provide technical assistance in the implementation of various mental health programs, projects, and activities in the region;		
4. Manage network of resources for mental health promotion and basic services provision;		
5. Facilitate monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, projects, and activities;		
6. Prepare technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region;		
7. Draft letters, memoranda, and other types of communication;		
8. Coordinate and collaborate with different offices in the Department, other concerned government agencies, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions;		
9. Attend meetings as assigned; and		
10. Perform other functions as may be deemed necessary.		
QUALIFICATIONS:		
TECHNICAL ASSISTANT II		
1. Bachelor's degree relevant to the job (e.g., psychology, social work, allied health);		
2. Eight (8) hours of relevant training;		
3. One year of relevant experience;		
4. License in psychology, guidance and counseling, or social work is an advantage.		

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 clean, unmarked brown envelop to the Personnel Section, DepEd RO IX, Government Center, Balintawak, Pagadian City on/or before **November 4, 2024**.
 - a. Letter of intent (addressed to the Head of Office)



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- 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. Photocopy of Transcript of Records
 - e. Photocopy of valid and updated PRC License/ID, if applicable
 - f. Photocopy of Certificate of Eligibility/Rating, if applicable
 - g. Certificate of employment with duties and responsibilities, Contract of Service or duly signed Service Record, whichever is/are applicable
 - h. Certificates of relevant seminars/trainings attended
 - i. Performance Rating obtained from the relevant work experience, if performance rating in item letter "g" is not relevant to the position to be filled
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

RUTH L. FUENTES, CESO III
Regional Director

DATE: October 24, 2024

ASD/RMD/PGL/ANN
217 / October 24, 2024



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