



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

ANNOUNCEMENT

**THE DEPARTMENT OF EDUCATION, REGION IX, PAGADIAN CITY
 INVITES QUALIFIED APPLICANTS FOR VACANT POSITION LISTED BELOW, TO
 WIT:**

DIVISION/UNIT	CURRICULUM AND LEARNING MANAGEMENT DIVISION		
POSITION PROFILE			
POSITION: TA III -PROJECT COORDINATOR		MONTHLY SALARY: Php 45, 000.00 10% PREMIUM: Php 4,500.00 10% OVERTIME: Php 4,500.00	
JOB SUMMARY:			
<ol style="list-style-type: none"> 1. Serves as the primary project liaison between the Division Office, Regional Office and DepEd Central Office. 2. Oversee the overall coordination and preparation of all Region IX and Region XII deliverables, concerns, reports for the project. 3. Lead in facilitating the capacity development and other trainings to be conducted for the Project Beneficiary and the Project Implementation Unit (PIU); 4. Lead in coordinating with the PIU in gathering necessary data related to the preparation of Annual Budget Proposal to the DBM, Disbursement Projection and submission of Annual Work Plan and Budget to the funding agencies; 5. Lead in ensuring completeness, quality, and timely submission of regular updates, progress reports, and other documents before submission to the Central Office. Reports may include but are not limited to consolidated eligible expenses, progress, mid-term, and Project Completion Report (PCR) and ensure timely submission; 6. Lead in identifying and troubleshooting challenges, bottlenecks, and issues arising in the platform development, use and maintenance: identify and assess concerns, propose and implement solutions and provides recommendations/solutions as needed to keep the project on track; 7. Facilitate and provide support in the conduct of related activities, consultation, meeting, policy advocacy and monitoring and evaluation activities; 8. Participate and provide technical support during inter agency meetings, conferences, consultations, workshops and learning intervention; and 9. Performs other functions as deemed necessary and assigned by the immediate supervisor. 			
PREFERRED QUALIFICATION:			
<ol style="list-style-type: none"> 1. Bachelor's Degree preferably in Communications, Elementary Education, Business Administration, Public Administrations and Accountancy. 2. At least 2 years of relevant experience and 24 hours of relevant training. 3. Willing to be assigned in Region IX, preferably proficient in the assigned region dialect. 4. Excellent written and verbal communication skills. 5. Excellent communication, interpersonal, and organizational skills. 6. Adept in management and operations. 7. Efficient in Project Management, knowledge on Foreign Assisted Project (FAP) is an advantage. 			



region9@deped.gov.ph
 (062) 945-3329 | 09482076710 | 09152475207
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 Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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- 8. Proficient in Microsoft Excel.
- 9. Word and PowerPoint. Experience in using project management software is a plus (e.g., MS Project, Primavera P6).
- 10. Proficiency in English and Filipino is required.
- 11. Team Player but can work with minimal supervision.

DIVISION/UNIT	CURRICULUM AND LEARNING MANAGEMENT DIVISION
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POSITION PROFILE	
POSITION: TA II – JUNIOR COORDINATOR	MONTHLY SALARY: Php 35, 000.00 10% PREMIUM: Php 3,500.00 10% OVERTIME: Php 3,500.00

JOB SUMMARY:

1. Provide technical and administrative support in delivering efficient and effective plans and programs;
2. Assist in coordinating with their respective regional division offices on gathering the necessary financial reports in relation to the Performance Based Conditions (PBCs);
3. Coordinate with various DepEd implementing units across governance level to expedite implementation, ensure harmonization, complementation and synchronization of all components, and attainment of set targets and objectives of the department;
4. Provide technical assistance in the preparation of project reportorial requirement;
5. Provide technical and administrative support in the conduct of related activities, consultation, meeting, policy advocacy and monitoring and evaluation activities;
6. Provide technical and administrative support on the capacity development and other trainings to be conducted for the Project Beneficiary and the Project Implementation Unit (PIU); and
7. Performs other functions as deemed necessary and assigned by the immediate supervisor.

PREFERRED QUALIFICATION:

1. Bachelor’s Degree preferably in Communications, Elementary Education, Business Administration, Public Administrations and Accountancy.
2. With at least 1 year of relevant experience and 8 hours of relevant training.
3. Excellent in written and verbal communication skills.
4. Excellent communication, interpersonal, and organizational skills.
5. Adept in management and operations.
6. Experience in government accounting process is an advantage.
7. Proficient in Microsoft Excel Word and PowerPoint. Experience in using project management software is a plus (e.g., MS Project, Primavera P6)
8. Fluency in English and proficiency in Filipino are required.
9. Team player but can work with minimal supervision.



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DIVISION/UNIT	CURRICULUM AND LEARNING MANAGEMENT DIVISION	
POSITION PROFILE		
POSITION: TA I – PROJECT ADMINISTRATIVE STAFF	MONTHLY SALARY: Php 25, 000.00 10% PREMIUM: Php 2,500.00 10% OVERTIME: Php 2,500.00	
JOB SUMMARY:		
<ol style="list-style-type: none"> 1. Gather and consolidate the data on the eligible expenses in relation to the Performance Based Conditions (PBCs); 2. Provide administrative support on the daily office operations. 3. Provide administrative support on the capacity development and other trainings to be conducted for the Project Beneficiary and the Project Implementation Unit (PIU); 4. Provide coordination with the Division Offices focal person; and 5. Performs other functions as deemed necessary and assigned by the immediate supervisor. 		
PREFERRED QUALIFICATION:		
<ol style="list-style-type: none"> 1. Bachelor’s Degree preferably in Communications, Elementary Education, Business Administration, Public Administrations and Accountancy. 2. No relevant experience required 3. Excellent in written and verbal communication skills. 4. Excellent communication, interpersonal, and organizational skills. 5. Proficient in Microsoft Excel Word and PowerPoint. Experience in using project management software is a plus (e.g., MS Project, Primavera P6) 6. Proficiency in English and Filipino is required. 		

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 **December 5, 2024**:
 - a. Letter of intent (addressed to the Head of Office) kindly include the position you are applying for.
 - 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. Transcript of Records
 - d. Certificate of employment with duties and responsibilities, Contract of Service or duly signed Service Record, whichever is/are applicable
 - e. Certificates of recognition, seminars/trainings attended
2. Applicants are expected to:
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements on or before the deadline of applications.



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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: November 25, 2024

ASD/PGL/klb/L
1532 November 25, 2024



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