



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 POSITIONS LISTED BELOW, TO
WIT:**

DIVISION/UNIT		QUALITY ASSURANCE DIVISION	
POSITION PROFILE			
POSITION: EDUCATION PROGRAM SUPERVISOR		SALARY GRADE: 22	
ITEM NO: OSEC-DECSB-EPSVR-570134-2010		MONTHLY SALARY: Php 66,867	
JOB DESCRIPTION: This position provides technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions.			
Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Divisions for quality assuring their processes and outputs towards continuous improvement.			
CSC PRESCRIBED QUALIFICATIONS:			
EDUCATION		Master's degree relevant to the job	
EXPERIENCE		At least 2 years experience as Principal or Head Teacher or Master Teacher	
TRAINING		8 hours of relevant training	
ELIGIBILITY		RA 1080 (Teacher)	
PREFERRED QUALIFICATIONS:			
EXPERIENCE		At least 1 year experience in DepED At least 1 year relevant experience in Evaluation or Research	
TRAINING		24 hours relevant training in M&E/ Evaluation	

DIVISION/UNIT		ADMINISTRATIVE DIVISION
POSITION PROFILE		
POSITION: ADMINISTRATIVE ASSISTANT III		SALARY GRADE: 09
ITEM NO: OSEC-DECSB-ADAS3-570141-2014		MONTHLY SALARY: Php 18,784
JOB DESCRIPTION: To provide clerical and secretariat support to AO IV for General Services and administrative services function specifically in the areas of:		
CSC PRESCRIBED QUALIFICATIONS:		
EDUCATION	At least 2 years College level	
EXPERIENCE	None required	
TRAINING	None required	
ELIGIBILITY	Career Service Sub-Professional (First Level Eligibility)	

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KRL



Regional Government Center



region9@deped.gov.ph



(062) 215-3751



(062)991-1906-07

Balintawak, Pagadian City

or 991-5975

or 945-3329 SCP000499Q



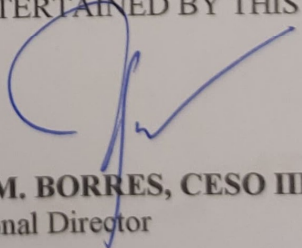


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APPLICATION PROCEDURE:

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 **January 5, 2021**:
 - a. Letter of intent (addressed to the Head of Office) kindly include the position and its item number with the corresponding division/office, 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. One (1) Authenticated Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s). Photocopy of eligibility shall not be entertained
 - d. Curriculum vitae
 - e. Duly authenticated copy of Transcript of Records
 - f. Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable
 - g. Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to assessment, if applicable
 - h. Duly authenticated Certificates of recognition, seminars/trainings attended
 - i. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item letter "g" is not relevant to the position to be filled;
 - j. Copy of latest approved appointment (If applicable);
 - k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education And Application of Learning and Development reckoned from the date of late issuance of appointment
2. Applicants are expected to:
 - Bring all original documents for verification purposes;
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements on or before the deadline of applications.

NOTE: LATE SUBMISSION OF APPLICATIONS AND LACK OF DOCUMENTARY REQUIREMENTS AFTER 4THE DEADLINE SHALL NOT BE ENTERTAINED BY THIS OFFICE


DR. ISABELITA M. BORRES, CESO III
Regional Director

DATE: December 23, 2020

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