



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



**Office of the Regional Director**

March 3, 2023

Regional Memorandum  
No. 100, s. 2023

**ANNOUNCEMENT OF VACANT POSITIONS 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 Aide VI (P 17 553) with Item # OSEC-DECSB-ADA6-570016-2004 of the Payroll Unit, Administrative Division.

**CSC Prescribed Qualifications:**

Education: Completion of 2 years studies in college or high school graduate with relevant vocational/trade course

Training: None required

Experience: None required

Eligibility: Career Service Sub-Professional

**JOB DESCRIPTION**

Draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating.

Administrative Assistant I (P 18 620) with Item # OSEC-DECSB-ADAS1-570034-2014 of the Public Affairs Unit-Office of the Regional Director

**CSC Prescribed Qualifications:**

Education: Completion of 2 years studies in college or high school graduate with relevant vocational/trade course

Training: None required

Experience: None required

Eligibility: Career Service Sub-Professional

**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.





Republic of the Philippines

## Department of Education

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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 **March 13, 2023**:
  - 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 and duly signed by the person administering oath with recent passport-sized picture (CS Form No. 212, Revised 2017) and work experience which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  - c. One Copy of Eligibility (for CSC Sub-Professional, Professional, and other related eligibility) or Authenticated PRC License with Documentary Stamp (for relevant position/s).
  - d. Curriculum vitae
  - e. Transcript of Records
  - f. Copy of Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable
  - g. Copy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to assessment, if applicable
  - h. Certificates of recognition, seminars/trainings attended
  - i. Copy 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
  - l. 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.
3. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this Office.

For information and dissemination.



Address: President Corazon C. Aquino Regional Government

Center, Balintawak, Pagadian City 7016

Website: [www.depedro9.net](http://www.depedro9.net); [www.ro9-deped.com](http://www.ro9-deped.com)

Email: [region9@deped.gov.ph](mailto:region9@deped.gov.ph)



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**DR. RUTH L. FUENTES, CESO IV**  
Regional Director

ORD-ADMIN-PER-RM-2023-060  
PGL/KRL



Address: President Corazon C. Aquino Regional Government  
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