



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

Office of the Regional Director

March 14, 2023

Regional Memorandum
No. 119, 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 Assistant I (P 18, 620) with Item # OSEC-DECSB-ADAS1-570039-2014 of the Field Technical Assistance Division.

CSC Prescribed Qualifications:

Education: Completion of two-year studies in college or high school graduate with technical-vocational course

Training: None required

Experience: None required

Eligibility: Career Service Sub-Professional

Preferred Qualifications:

Education: Bachelor's degree

Experience: 2 years relevant experience

JOB DESCRIPTION

To assist the management and staff and provide administrative support in the effective and efficient operation of the FTA Division.

Administrative Aide VI (P 17 553) with Item # OSEC-DECSB-ADA6-570017-2004 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



Address: President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016
Website: www.depedro9.net; www.ro9-deped.com
Email: region9@deped.gov.ph



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CERTIFICATE NO.
CP000499Q



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

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 Officer II (Procurement) (P 27 000) with Item # OSEC-DECSB-ADOF2-570179-2021 of the Bids and Awards Committee, Administrative Division.

CSC Prescribed Qualifications:

Education: Bachelor's degree relevant to the job

Training: None required

Experience: None required

Eligibility: Career Service Professional (Second Level Eligibility)

Preferred Qualifications:

Training: Should have at least completed the basic course of the DepEd Procurement Professionalization Program

Experience: At least 1 year experience in the conduct of procurement functions

JOB DESCRIPTION

The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Informations (RFIs) and other tender documents; preparation of Contracts, MOA, and POs and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.

Accountant II (P 39 672) with Item # OSEC-DECSB-A2-570001-2011 of the Accounting Section, Finance Division.

CSC Prescribed Qualifications:

Education: Bachelor's degree in Commerce/Business Administration major in Accounting

Training: 4 hours of relevant training

Experience: 1 year relevant experience

Eligibility: RA 1080 (CPA)



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JOB DESCRIPTION

To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations.

Prepares accountability and financial reports; Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies; Reviews the financial reports and financial documents for signature of the Accountant III; Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations; and, Maintains discipline and efficiency of subordinates.

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 27, 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;
 - 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);



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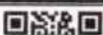


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