



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

June 24, 2022

Regional Memorandum  
No. 25, s. 2022

TO : Regional Office Personnel  
Chiefs of Functional Divisions  
Schools Division Superintendents  
This Region



**ANNOUNCEMENT OF VACANT POSITIONS IN DEPED REGIONAL OFFICE**

1. DepEd Regional Office IX Proper, Regional Government Center, Balintawak, Pagadian City invites qualified applicants for vacant position listed below to wit:
  - a. Education Program Supervisor (P 69, 963) with Item # OSEC-DECSB-EPSVR-570127-2010 of the Curriculum and Learning Management Division

**CSC Prescribed Qualifications:**

Education: Masters degree in education or other relevant  
Masters degree with specific area of specialization  
Training: 8 hours of relevant training  
Experience: At least 2 years experience as Principal or Head Teacher or Master Teacher  
Eligibility: RA 1080 (Teacher)

Note: With Units in Early Child Education

**JOB DESCRIPTION**

1. To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects;
  2. To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials development and quality assurance.
  3. When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)
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 **July 5, 2022:**



**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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CERTIFICATE NO.  
CP000499Q



Republic of the Philippines  
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REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

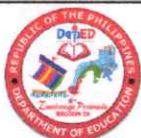
- a. Letter of intent (addressed to the Head of Office) kindly include the position and its item number with the corresponding division/office, you are applying for.
  - b. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) and work experience which can be downloaded at [www.csc.gov.ph](http://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. Certified True Xerox Copy of Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable
  - g. Certified True Xerox copy of the Performance Ratings covering three (3) years performance in the last rating period/s prior to assessment, if applicable
  - h. Duly authenticated Certificates of recognition, seminars/trainings attended
  - i. Certified True Xerox 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
- a. 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.

For the Regional Director:

**DR. ROMEO M. DALIGDIG**  
Chief Administrative Officer

ORD-ADMIN-PER-RM-2022-  
/KRL



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