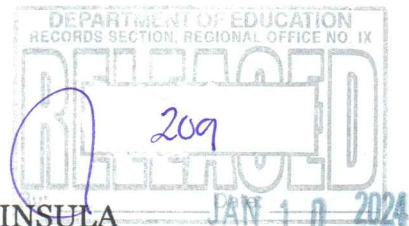




Republic of the Philippines  
Department of Education

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA



Office of the Regional Director

January 9, 2024

REGIONAL MEMORANDUM

No. 016, s. 2024

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 positions listed below, to wit:

**Accountant I (SG-12) (P 29,165.00)** with Item # OSEC-DECSB-A1-570039-2014 of the Finance Division.

A. CSC Prescribed Qualifications:

|                    |   |
|--------------------|---|
| <b>Education</b>   | Bachelor's degree in Commerce/Business Administration major in Accounting |
| <b>Training</b>    | None required   |
| <b>Experience</b>  | None required   |
| <b>Eligibility</b> | RA 1080 (CPA)   |

**Job Description**

Under immediate supervision, maintains the agency books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations.

**Administrative Assistant I (SG-07) (P 18,620)** with item # OSEC-DECSB-ADAS1-570036-2014 OF THE Finance Division

A. CSC Prescribed Qualifications:

|                    |  |
|--------------------|--|
| <b>Education</b>   | Completion of 2 years studies in college                 |
| <b>Training</b>    | None required  |
| <b>Experience</b>  | None required  |
| <b>Eligibility</b> | Career Service (Subprofessional) First Level Eligibility |

B. Preferred Qualifications:

|                   |   |
|-------------------|---|
| <b>Education</b>  | Bachelor's Degree   |
| <b>Experience</b> | 2 years of relevant experience  |
| <b>Others</b>     | Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet |





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Job Description

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

**Administrative Assistant III(Secretary III) (SG-09) (P 21,211.00)** with Item # OSEC-DECSB-ADAS3-570003-2020 of the Human Resource Development Division.

A. CSC Prescribed Qualifications:

|                    |  |
|--------------------|--|
| <b>Education</b>   | Completion of 2 years studies in college                 |
| <b>Training</b>    | 4 hours of relevant training                             |
| <b>Experience</b>  | 1 year of relevant experience                            |
| <b>Eligibility</b> | Career Service (Subprofessional) First Level Eligibility |

B. Preferred Qualifications:

|                   |  |
|-------------------|--|
| <b>Education</b>  | Two years college or two year vocational course (secretarial) preferably Bachelor's degree in a related course |
| <b>Training</b>   | Eight (8) hours relevant training: using computers and accounting software                                     |
| <b>Experience</b> | Two (2) years of relevant experience   |
| <b>Others</b>     | Basic Knowledge in Computer Operations such as Microsoft Office TESDA Certificate Holder                       |

Job Description

The position is responsible for the day-to-day operation and management of the records and property inventory system. The position is also responsible to assist in the financial and budget monitoring of the Division as well support in the preparation, implementation and evaluation of the Professional Learning Programs.

**Administrative Aide VI (SG-06) (P 17,553.00)** with Item # OSEC-DECSB-ADA6-570013-2004 of the Record Section, Administrative Services Division.

A. CSC Prescribed Qualifications:

|                    |  |
|--------------------|--|
| <b>Education</b>   | Completion of 2 years studies in college or high school graduate with relevant vocational/trade course |
| <b>Training</b>    | None required  |
| <b>Experience</b>  | None required  |
| <b>Eligibility</b> | Career Service Sub-Professional  |

B. Preferred Qualifications







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|                   |  |
|-------------------|--|
| <b>Experience</b> | Recommended additional requirements: Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet |
| <b>Training</b>   | 40 hours relevant training   |

#### Job Description

To provide administrative support to the AO V (Records) in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the management and staff of the regional office.

**Dormitory Manager II (SG-11) (P 27,000)** with item # OSEC-DECSB-DORMG2-570041-2014 of the Human Resource Development Division.

#### A. CSC Prescribed Qualifications:

|                    |  |
|--------------------|--|
| <b>Education</b>   | Bachelors Degree                                       |
| <b>Training</b>    | None required  |
| <b>Experience</b>  | None required  |
| <b>Eligibility</b> | Career Service Professional (Second Level Eligibility) |

#### B. Additional Qualifications:

|                   |  |
|-------------------|--|
| <b>Education</b>  | NC II Holder in Housekeeping   |
| <b>Experience</b> | At least 1 year relevant experience in dormitory Management/hotel management |
| <b>Others</b>     | ICT literate: word, spreadsheet software, use of the internet                |

#### Job Description

To manage the Regional Education Learning Center (RELC) to ensure upkeep and maintenance of the facilities and efficient scheduling of training venues and dormitories for the Regional NEAP's operation and earn revenue to help sustain RELC operations.

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 **January 20, 2024**:

- Letter of intent addressed to the Head Office, or to the highest Human Resource Officer designated by the Head of Office;
- Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable.
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Honor graduate eligibility issued by the Civil Service Commission; if applicable;





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- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Record(TOR) with computed GWA and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- f. Photocopy of Certificate/s of Training with Training/Program Matrix, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, which ever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating with Performance Evaluation Tool in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and**
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of Performance Rating obtained from the relevant work experience, if Performance rating in Item 20(i) is not relevant to the position filled, if applicable.

3. Please be informed that late submission of applications and lack of documentary requirements after the deadline shall not be entertained by this Office and shall not be included in the pool of applicants.

4. This Office will conduct a virtual orientation on DepEd Order No. 007, s. 2023 (Guidelines on the Recruitment, Selection and Appointment (RSA) in the Department of Education), for information and guidance of all concerned. Please check <https://www.facebook.com/DEPEDREGION9> for detailed information.

5. For information and dissemination.

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

 Regional Director

ASD/RMD/pgl/RM  
001/January 8, 2024



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