



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



March 17, 2022

Regional Memorandum  
No. 103, 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:

**Teaching-Aids Specialist SG-11 (P 25, 439) with Item # OSEC-DECSB-TAS-570002-1998 of the LRMDs-Curriculum and Learning Management Division.**

**CSC Prescribed Qualifications:**

Education: Bachelor's degree in Education or its equivalent

Training: None required

Experience: None required

Eligibility: PBET: Teacher Career Service Professional (Second level eligibility)

**JOB DESCRIPTION:**

To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating schedules content developers (writers, illustrators, editors, QA reviewers) and target outputs and sourcing out the necessary support for the teams including providers for the needed competencies (e.g. writer, editor, illustrator, creative and lay out artist etc.).

**Administrative Assistant I SG-7 (P 17, 899) with Item OSEC-DECSB-ADAS1-570037-2014 of the Curriculum and Learning Management Division.**

**CSC Prescribed Qualifications:**

Education: At least Two Years college level

Training: None required

Experience: None required

Eligibility: Career Service Sub-Professional (First Level Eligibility)

**JOB DESCRIPTION:**

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







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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 31, 2022**:
- 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 sworn 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. Duly authenticated Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable
  - g. Duly authenticated 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. Duly authenticated Copy of latest approved appointment (If applicable);
  - k. Duly authenticated 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
3. 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.
4. 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.

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

ORD-ADMIN-PER-RM-2022-008  
/KRL



**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)



CERTIFICATE NO.  
CP000499Q