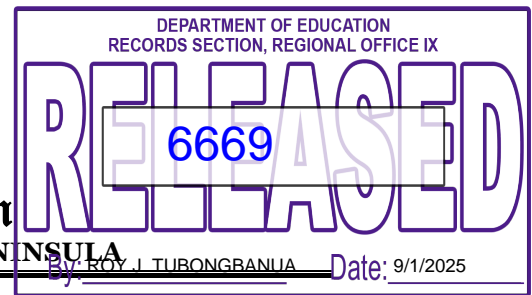




Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director



ANNOUNCEMENT:

**THE DEPARTMENT OF EDUCATION, REGION IX, PAGADIAN CITY
INVITES QUALIFIED APPLICANTS TO (1) TECHNICAL ASSISTANT III OF
THE OFFICE OF THE REGIONAL DIRECTOR**

DIVISION/UNIT		OFFICE OF THE REGIONAL DIRECTOR	
POSITION PROFILE			
POSITION: TECHNICAL ASSISTANT III (CONTRACT OF SERVICE)		Base Salary: 48,000	
DUTIES AND RESPONSIBILITIES			
1. Provide technical support to the DepEd Head of Delivery Unit – Office of the Regional Director. 2. Prepare briefing materials, policy notes, presentation materials and draft speeches and progress reports 3. Coordinate with relevant DepEd CO and RO Offices including education partners and stakeholders 4. Organize and facilitate workshops and small group meetings in the region 5. Maintain progress monitoring template specific to Delivery Unit deliverables. 6. Perform other functions as may be defined by the head of Delivery Unit.			
PREFERRED QUALIFICATIONS:			
a. Degree in Economics, Political Economy, Political Science, Public Administration, Data Science, or any related field of study. Completing master’s degree is an advantage b. With relevant experience in technical work in education sector, both inside and outside DepEd c. With diverse experiences at different levels of the education system (e.g. Regional, Division and school levels). d. Experience in engaging partners and education stakeholders on education initiatives and policy and program implementation e. Excellent problem-solving ability - both quantitative and qualitative and is action oriented f. Strong analytical ability, experience of communicating to non-technical audiences g. Can work at pace and with the team			

APPLICATION PROCEDURE:

1. 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



region9@deped.gov.ph
(062) 945-3329 | 09482076710 | 09152475207
www.depedro9.info | www.ro9-deped.com
www.facebook.com/DEPEDREGION9
Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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Republic of the Philippines

Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

the Personnel Section, DepEd RO IX, Government Center, Balintawak, Pagadian City on/or before **September 11, 2025**.

- a. Letter of intent (addressed to the Head of Office)
 - 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;
 - c. Curriculum vitae
 - d. Photocopy of Transcript of Records
 - e. Photocopy of Certificate of Eligibility/Rating, if applicable
 - f. Certificate of employment with duties and responsibilities, Contract of Service or duly signed Service Record, whichever is/are applicable
 - g. Certificates of relevant seminars/trainings attended
 - h. Performance Rating obtained from the relevant work experience, if performance rating in item letter "g" is not relevant to the position to be filled
 - i. Applicants are expected to:
Submit all required documents for verification purposes.
2. All interested and qualified applicants are required to accomplish the Individual Applicant Form to ensure we have your accurate information and details. You can access this form through this link: <https://link.ro9-deped.com/INDIVIDUALAPPLICANTFORM> or by scanning the QR Code provided.



NOTE: LATE SUBMISSION OF APPLICATIONS AND LACK OF DOCUMENTARY REQUIREMENTS AFTER THE DEADLINE SHALL NOT BE ENTERTAINED BY THIS OFFICE

RUTH L. FUENTES, CESO III

Regional Director

DATE: September 1, 2025

ASD/RMD/PGL/ANN
1756/September 1, 2025



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