



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

**ANNOUNCEMENT**

**THE DEPARTMENT OF EDUCATION, REGION IX, PAGADIAN CITY  
 INVITES QUALIFIED APPLICANTS FOR VACANT POSITION LISTED BELOW, TO  
 WIT:**

DIVISION/UNIT	FINANCE DIVISION		
POSITION PROFILE			
POSITION: ACCOUNTANT I		SALARY GRADE: 12	
ITEM NO: OSEC-DECSB-A1-570038-2014		MONTHLY SALARY:	
		Php 26,052.00	
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.			
CSC PRESCRIBED QUALIFICATIONS:			
Education	:	Bachelor's degree in Commerce/Business Administration major in Accounting	
Experience	:	None Required	
Training	:	None Required	
Eligibility	:	RA 1080 (CPA)	

**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 the **Personnel Section**, DepEd RO IX, Government Center, Balintawak, Pagadian City on/or before **October 18, 2021**:
  - 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. Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable
  - g. Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to assessment, if applicable
  - h. Duly authenticated Certificates of recognition, seminars/trainings attended



**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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- i. Photocopy 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
2. 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.

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

  
**DR. RUTH L. FUENTES, CESO V**  
Director III  
OIC, Office of the Regional Director

DATE: October 4, 2021

ORD-ADMIN-PER-Tr-2021-394  
/KRL



Address: President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016  
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