#### Republic of the Philippines

# Department of Education

#### REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

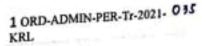
#### ANNOUNCEMENT

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

DIVISION/UNIT	CURRICULUM AND LEARNING MANAGEMENT DIVISION LEARNES	
POSITION PROFILE		- t
POSITION: ADMINISTRATIVE ASSISTANT I ITEM NO: OSEC-DECSB-ADAS1-570037-2014		SALARY GRADE: 7 MONTHLY SALARY: P 17, 179
To assist the mana and efficient operati	gement and staff and provide a on of the CLM Division	dministrative support in the effective
CSC PRESCRIBED Q		
EDUCATION	At least Two year college level	
EXPERIENCE	None Required	
TRAINING	None Required	
ELIGIBILITY	Career Service Sub Professional (First Level Eligibility)	
PREFERRED QUALI	IFICATIONS:	
EDUCATION	Bachelor's degree	
EXPERIENCE	2 years' relevant experience Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	

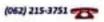
### APPLICATION PROCEDURE:

- 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 March 16, 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, 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; 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

















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- 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
- 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;
- 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 4THE DEADLINE SHALL NOT BE ENTERTAINED BY THIS OFFICE

> DR. ISABELITA M./BORRES, CESO III Regional Director

DATE: March 5, 2021



