

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- LRMDS		
POSITION PROFILE			
POSITION: ADMINISTRATIVE ASSISTANT I ITEM NO: OSEC-DECSB-ADAS1-570037-2014		SALARY GRADE: 7 MONTHLY SALARY: P 17, 179	
JOB DESCRIPTION:			
To assist the management and staff and provide administrative support in the effective and efficient operation of the CLM Division			
CSC PRESCRIBED QUALIFICATIONS:			
EDUCATION	At least Two year college level		
EXPERIENCE	None Required		
TRAINING	None Required		
ELIGIBILITY	Career Service Sub Professional (First Level Eligibility)		
PREFERRED QUALIFICATIONS:			
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.
 - 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. 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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KRL

 Regional Government Center
Balintawak, Pagadian City

 region9@deped.gov.ph

 (062) 215-3751

or 991-5975

 (062) 991-1906-07

or 945-3329 SCPO00499Q



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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;
 - 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. ISABELITA M. BORRES, CESO III
Regional Director

DATE: March 5, 2021

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