



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE IX

RELEASED

4060

By: Maribunvee Fuentes

Date: 5/26/2025

ANNOUNCEMENT:

THE DEPARTMENT OF EDUCATION, REGION IX, PAGADIAN CITY INVITES QUALIFIED APPLICANTS TO (2)TECHNICAL ASSISTANT I UNDER CONTRACT OF SERVICE (COS) TO HANDLE SCHOOL MENTAL HEALTH PROGRAM MATTERS (SMHP), (1) LEARNER FORMATION PROGRAM, AND TECHNICAL ASSISTANT II TO HANDLE SITE TITLING PROGRAM UNDER LEGAL UNIT

DIVISION/UNIT	EDUCATION SUPPORT SERVICES DIVISION
POSITION PROFILE	
POSITION: TECHNICAL ASSISTANT I (SMHP) (CONTRACT OF SERVICE)	Base Salary: 28,000 Premium: 10%
TERMS OF REFERENCE:	
TECHNICAL ASSISTANT I	
<div><div>i. Together with the permanent personnel designated as the School Mental Health Program Coordinator, serve as a focal and point person in the Regional Office regarding programs, projects, and activities on mental health in basic education;</div><div>ii. Ensure integration and streamlining of mental health policies programs in the region;</div><div>iii. Provide technical assistance in the implementation of various mental health programs, projects, and activities in the region;</div><div>iv. Manage network of resources for mental health promotion and basic services provision;</div><div>v. Facilitate monitoring and evaluation as well as preparation of reports on the implementation of mental health programs, projects, and activities;</div><div>vi. Prepare technical documents such as concept notes or program plan or activity designs, accomplishment reports, and presentations among others regarding mental health programs, projects, and activities in the region;</div><div>vii. Draft letters, memoranda, and other types of communication;</div><div>viii. Coordinate and collaborate with different offices in the Department, other government agencies concerned, partners, and mental health experts in the implementation of mental health programs, projects, and activities as well as the delivery of mental health services and interventions;</div><div>ix. Attend meetings as assigned; and</div><div>x. Perform other functions as may be deemed necessary.</div></div>	
QUALIFICATIONS:	
TECHNICAL ASSISTANT I	
<div>1.Bachelor’s degree relevant to the job (e.g., psychology, social work, allied health);</div> <div>2. Eight (8) hours of relevant training;</div> <div>3. One year of relevant experience;</div> <div>4. License in psychology, guidance and counseling, or social work is an advantage.</div>	



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DIVISION/UNIT		EDUCATION SUPPORT SERVICES DIVISION	
POSITION PROFILE			
POSITION: TECHNICAL ASSISTANT I (LFP) (CONTRACT OF SERVICE)		Base Salary: 28,000 Premium: 10%	
TERMS OF REFERENCE: <div>1. Assist the Regional Youth/Learner Formation Coordinator by aiding in data collection analysis, as well as contributing to monitoring and evaluation efforts to develop a comprehensive report;</div> <div>2. Assist in the provision of technical assistance in the implementation of various learner formation programs, projects, and activities in the region;</div> <div>3. Assist in the coordination with Division field counterparts in the dissemination of all information required;</div> <div>4. Assist in the preparation of technical documents such as concepts notes or program plan or activity designs, accomplishment reports, and presentations related to learner formation programs, projects, and activities in the region;</div> <div>5. Assist drafting learner-related letters, memoranda, and other types of communications;</div> <div>6. Assist in the coordination with various offices in the Department, other concerned government agencies, partners, and experts in the implementation involved in the implementation of learner formation-related programs, projects, and activities;</div> <div>7. Attend meetings as assigned to provide technical support and gathers pertinent information and;</div> <div>8. Perform other functions as may be deemed necessary.</div>			
QUALIFICATIONS: TECHNICAL ASSISTANT I Education: Bachelor's degree relevant to the job; Qualification Standards: <div>1. No prior training or professional experience required; however, internships or volunteer experiences in related areas are advantageous</div> <div>2. Familiarity with basic project management and data management tools</div> <div>3. Strong organizational, coordination, and multitasking skills</div> <div>4. Excellent communication abilities, both written and verbal</div> <div>5. Ability to translate complex information into visually appealing designs and presentations</div>			

DIVISION/UNIT		EDUCATION SUPPORT SERVICES DIVISION	
POSITION PROFILE			
POSITION: TECHNICAL ASSISTANT I (PARTNERSHIP) (CONTRACT OF SERVICE)		Base Salary: 28,000 Premium: 10%	
TERMS OF REFERENCE:			
TECHNICAL ASSISTANT I			
1. Administrative Support:			
<ul style="list-style-type: none">• Provide general administrative assistance to the Partnerships Office.			



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<ul style="list-style-type: none">• Maintain and organize office records, files, and databases related to partnerships.• Schedule and coordinate meetings, workshops, and events. <p>2. Partnership Management Support:</p> <ul style="list-style-type: none">• Assist in drafting partnership proposals, agreements, and reports.• Maintain communication with external partners and stakeholders.• Support the monitoring and evaluation of ongoing partnership activities. <p>3. Research and Documentation:</p> <ul style="list-style-type: none">• Conduct research on potential partners, funding opportunities, and industry trends.• Prepare briefing notes, presentation, and summaries for internal and external use.• Document meeting minutes and follow up on action items. <p>4. Data Analysis and Reporting:</p> <ul style="list-style-type: none">• Collect and analyze data relevant to partnerships and collaborations.• Generate regular reports on partnership performance and impact.• Contribute to the preparation of strategic plans and progress reports. <p>5. Event Coordination:</p> <ul style="list-style-type: none">• Support the planning and execution of partnership-related events and initiatives.• Coordinate logistics, invitations, and promotional materials for events. <p>6. Technical Support:</p> <ul style="list-style-type: none">• Assist in maintaining partnership management systems and tools.• Provide technical assistance to the Partnerships Office team as required. <p>7. Other Duties:</p> <ul style="list-style-type: none">• Perform other tasks and responsibilities as assigned by the Partnerships Office.• Proactively contribute ideas and recommendations to improve partnership processes.
<p>QUALIFICATIONS:</p> <p>TECHNICAL ASSISTANT I</p> <p>Education: Bachelor’s degree relevant to the job; Experience: None Training: None Eligibility: None</p>

DIVISION/UNIT	LEGAL UNIT
POSITION PROFILE	
POSITION: TECHNICAL ASSISTANT II (CONTRACT OF SERVICE)	Base Salary: 35,000 Premium: 10%
<p>TERMS OF REFERENCE:</p> <p>TECHNICAL ASSISTANT II</p> <p>1. OBJECTIVES</p> <p>i. To have an efficient gathering of school sites data</p> <p>ii. To have a timely submission of needed data on school site concerns</p>	



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- iii.

To assist in establishing a collective effort with stakeholders such as the Local Government Units (LGUs), National Agencies (Nas), and private entities in securing/acquiring ownership of DepEd school sites
- iv.

To establish a centralized and verified school sites database system specifically for land ownership and titles
2. SCOPE OF WORK
- i.

Geotag DepEd school site's location in the region using geographic information of Google Maps.
- ii.

Conduct field visit to verify ownership status of DepEd school sites;
- iii.

Establish a regional database inventory for public-school site ownership
- iv.

Assist the SDOs in securing ownership of school site titling
- v.

Assist the Legal Officer in the preparation of a Complete Staff Work Report on school site issues and cases for submission to STO
- vi.

Identify school sites with adverse claims and those already filed court, as well as data of school site cases with the DepEd deputized lawyer
- vii.

Coordinate with the division lawyer/focal person in SDO for school site issues and concerns within their respective division
- viii.

Consolidate and prepare periodic reports regarding status of school sites
- ix.

Update other school sites data inventory, namely;

a.

Agricultural Land;

b.

Ancestral Domain;

c.

Timberland;

d.

Forestland;

e.

With Informal Settlers;

f.

Handled by the Office of the Solicitor General;

g.

Within Critical Areas;

h.

With Idle Land;

i.

Within Military Reservation/Air Station of the Philippine Air Force;

j.

Within Protected Areas; and

k.

With Adverse claim.

QUALIFICATIONS:
TECHNICAL ASSISTANT II

- Education:
1.

Bachelor's degree holder of Business Administration/Management, Public Administration, Information Technology (IT) or any related course, and preferably with a law background, at least nine (9) units, **but not required**
2.

At least one (1) year of relevant experience in data management, land titling, property management, and/or work in government agencies
3.

Skills and Competencies

i.

Strong organizational and data managements skills

ii.

Familiarity with land titling processes and legal documentation

iii.

Effective communication and coordination skills with government offices and other stakeholders

iv.

Possess flexibility and adaptability

v.

Willing to conduct ocular inspection and validation

vi.

Proficiency in Microsoft office suite and database management software

vii.

Outstanding technical writing skills

viii.

Outstanding technical writing skills

ix.

Ability to handle sensitive information with confidentiality and discretion.



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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 envelope to the Personnel Section, DepEd RO IX, Government Center, Balintawak, Pagadian City on/or before **June 2, 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 valid and updated PRC License/ID, if applicable
 - f. Photocopy of Certificate of Eligibility/Rating, if applicable
 - g. Certificate of employment with duties and responsibilities, Contract of Service or duly signed Service Record, whichever is/are applicable
 - h. Certificates of relevant seminars/trainings attended
 - i. Performance Rating obtained from the relevant work experience, if performance rating in item letter “g” is not relevant to the position to be filled
- 2. Applicants are expected to:
 - a. Bring all original documents for verification purposes.

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: May 23, 2025

ASD/RMD/PGL/wmba/RM
015 /May 23, 2025