

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 POSITIONS LISTED BELOW, TO WIT:

DIVISION/UNIT FINANCE DIVISION POSITION PROFILE POSITION: Accountant II SALARY GRADE: 16 ITEM NO: OSEC-DECSB-A2-570002-2011 MONTHLY SALARY: P 38, 150

JOB DESCRIPTION:

1. Prepares accountability and financial reports;

2. Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies;

3. Reviews the financial reports and financial documents for signature of the Accountant III;

4. Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations;

5. Maintains discipline and efficiency of subordinates

CSC PRESCRIBED QUALIFICATIONS:

Education: Bachelor's degree in Commerce/Business Administration major

in Accounting

Training: 4 hours relevant training Experience: 1 year relevant experience

Eligibility: RA 1080 (CPA)

DIVISION/UNIT POLICY, PLANNING AND RESEARCH DIVISION

POSITION PROFILE

POSITION: Statistician I SALARY GRADE: 11

ITEM NO: OSEC-DECSB-STAT1-570003-1998 MONTHLY SALARY: P 25, 439

Maintains the basic education database of the RO and provide processed basic education data as may be required in the implementation of the policy and planning system, as well as in the preparation of regular and special reports

To provide support to the schools divisions in maintaining data quality and access.

CSC PRESCRIBED QUALIFICATIONS:

Education: Bachelor's degree in Commerce/Business Administration major in Accounting

Training: 4 hours relevant training Experience: 1 year relevant experience

Eligibility: RA 1080 (CPA)



Address: President Corazon C. Aquino Regional Government

Center, Balintawak, Pagadian City 7016

Website: www.depedro9.net; www.ro9-deped.com

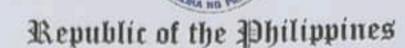






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Email: region9@deped.gov.ph



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PREFERRED QUALIFICATIONS:

Experience: At least 1 year relevant experience

Computer literate (word processing, spreadsheets, presentation

software, internet use

Training:

4 hours training DIVISION/UNIT MANAGEMENT AND LEARNING CURRICULUM

DIVISION

POSITION PROFILE

POSITION: Education Program Supervisor

ITEM NO: OSEC- DECSB-EPSVR-570110-2010

SALARY GRADE: 22 MONTHLY SALARY:

P 69, 963

CSC PRESCRIBED QUALIFICATIONS:

Education: Masters degree in education or other relevant degree

Masters degree with specific area of specialization

Training: 8 hours of relevant training

Experience: At least 2 years experience as Principal or Head Teacher or Master

Teacher

Eligibility: RA 1080 (Teacher)

NOTE: Subject Area to be filled: Values Education

JOB DESCRIPTION:

1. To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects;

2. To provide technical assistance to the Schools Divisions in curriculum implementation, instructional supervision and learning materials

development and quality assurance.

3. When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)

DIVISION/UNIT

LEGAL UNIT, OFFICE OF THE REGIONAL DIRECTOR

POSITION PROFILE

POSITION: Attorney III

ITEM NO: OSEC-DECSB-ATY3-570001-2021

SALARY GRADE: 21 MONTHLY SALARY:

P 62, 499

CSC PRESCRIBED QUALIFICATIONS:

Education: Bachelor of Laws

Training: 4 hours of relevant training Experience: 1 years of relevant experience

Eligibility: RA 1080 (Bar)

RECOMMENDED ADDITIONAL REQUIREMENTS FOR ATTORNEY III:

-At least 1 year of supervisory and managerial experience

-Excellent written and verbal communication skills

-Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet

-MCLE Compliant



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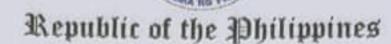
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JOB DESCRIPTION:

The Atty. III assists the Atty IV in the provision of effective, efficient, judicious and expeditious legal service to the Regional Office through:

· Impartial, evidenced-based, and speedy evaluation or disposition of

administrative complaints or cases; and

• Effective and efficient delivery of in-house legal services. S/he also provides similar legal service to the Schools Division Offices (SDOs) which have no Attorney positions or whose Attorney III positions have remained vacant for a reasonable time due to difficulty in hiring.

Additionally, s/he supports the SDOs with legal services to ensure safeguarding of the Department's rights and interests on school sites, and timely submission of reportorial requirements to appropriate authorities. In the performance of his/her functions in the SDO, s/he is required to personally report to the SDO at least two (2) days in a week or under such other arrangement as may be approved by the Regional Director (RD), with recommendation of the Schools Division Superintendent (SDS) concerned.

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 June 3, 2022.
 - 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
- d. Curriculum vitae

e. Authenticated copy of Transcript of Records

- Certified true xerox copy of Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- g. Certified true xerox copy Performance Ratings covering three (3) years performance in the last rating period/s prior to assessment, if applicable

h. Certified true xerox copy Certificates of recognition, seminars/trainings attended

- Certified true xerox Copy 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;
- Certified true xerox copy of latest approved appointment (If applicable);



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- 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. ROMEO M. DALIGDIG Chief Administrative Officer

DATE: May 23, 2022

ORD-ADMIN-PER-Tr-2022-133 /KRL



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