# 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 EDUCATION SUPPORT SERVICES DIVISION POSITION PROFILE

POSITION: PROJECT DEVELOPMENT OFFICER II

ITEM NO: OSEC-DECSB-PDO2-570053-2014

SALARY GRADE: 15 MONTHLY SALARY:

Php 33, 575

#### JOB DESCRIPTION:

To provide development, implementation, and technical support on special programs and projects to ensure that the Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects, specially in Disaster and Risk Management (DRRM), to help schools continuously deliver quality basic education.

\*Specific to DRRM: To provide technical support to regional management in identifying, assessing and reducing the risks of disaster to educational facilities, workers and learners and dealing with the environmental and other hazards that trigger them

CSC PRESCRIBED QUALIFICATIONS:

Education : Bachelor's Degree in Engineering Relevant to the Job

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

Eligibility : Career Service Professional (Second Level Eligibility)

DIVISION/UNIT HUMAN RESOURCE DEVELOPMENT DIVISION

POSITION PROFILE

POSITION: ADMINISTRATIVE ASSISTANT I SALARY GRADE: 7
ITEM NO: OSEC-DECSB-ADAS1-570041-2014 MONTHLY SALARY:
Php 17, 179

JOB DESCRIPTION:

To assist the HRD management and staff and provide administrative support in the effective and efficient operation of the Human Resource Development 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)

PREFFERED QUALIFICATIONS:

Education : Bachelors degree or 2 years relevant experience

Experience : Basic knowledge in computer operation such as Microsoft Office.

Excel, Power point, use of the internet



Address: President Corazon C. Aquino Regional Government

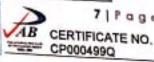
Center, Balintawak, Pagadian City 7016

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

Email: region9@deped.gov.ph









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### APPLICATION PROCEDURE:

- 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 November 20, 2021;
- 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.
- 3. 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;
- 4. 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
- 5. Curriculum vitae
- 6. Duly authenticated copy of Transcript of Records
- 7. Certificate of employment, Contract of Service or duly signed Service Record, whichever is/are applicable
- 8. Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to assessment, if applicable
- 9. Duly authenticated Certificates of recognition, seminars/trainings attended
- 10. 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);
- 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
- 13. 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

Director III OIC, Office of the Regional Director

DATE: November 10, 2021

ORD-ADMIN-PER-Tr-2021-471 /KRL



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Center, Balintawak, Pagadian City 7016