



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director

ANNOUNCEMENT:

**THE DEPARTMENT OF EDUCATION, REGION IX, PAGADIAN CITY
INVITES QUALIFIED APPLICANTS TO (1) TECHNICAL ASSISTANT III OF
THE CURRICULUM AND LEARNING MANAGEMENT DIVISION**

DIVISION/UNIT	CURRICULUM AND LEARNING MANAGEMENT DIVISION	
POSITION PROFILE		
POSITION: TECHNICAL ASSISTANT III (CONTRACT OF SERVICE)		Base Salary: Php 48,000.00 Premium: Php 4,800.00
QUALIFICATIONS: 1. Bachelor’s Degree relevant to the job 2. 24 hours of relevant training 3. Two (2) years relevant experience		
TERMS OF REFERENCE: 1. Provide technical assistance in the monitoring of fund releases, obligations, and disbursements for LS programs, activities, and projects (PAPs) at the regional level, using trackers provided by the Office of the Undersecretary for Learning Systems (OULS). 2. Consolidate budget utilization reports from regional and schools division program implementers for submission to OULS and the Finance Strand. 3. Provide technical assistance in the preparation of consolidated financial and procurement monitoring reports for reporting to OULS, Finance, and Procurement strands. 4. Maintain updated trackers/dashboards of regional LS procurement milestones (e.g., Purchase Requests, Requests for Quotation, Bids and Awards Committee Resolutions, Purchase Orders, Notices to Proceed, deliveries). 5. Flag delays, bottlenecks, and risks in budget utilization and procurement processes for the attention of OULS and the Procurement Strand. 6. Coordinate with program focals, BAC Secretariats, and finance/procurement focals to validate and reconcile monitoring data; 7. Submit every 10th of the month, budget utilization and procurement reports to the Office of the Undersecretary for Learning Systems, copy furnished the Finance, Procurement, and Strategic Management Strands; and 8. Perform other functions as may be assigned by superior.		

APPLICATION PROCEDURE:

1. Interested qualified applicants regardless of **age, gender, civil status, disability, religion, ethnicity or political affiliation, provided they meet**



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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 **October 11, 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 Certificate of Eligibility/Rating, if applicable
 - f. Certificate of employment with duties and responsibilities, Contract of Service or duly signed Service Record, whichever is/are applicable
 - g. Certificates of relevant seminars/trainings attended
 - h. 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: September 30, 2025

ASD/RMD/PGL/ANN
1966/September 30, 2025